Using Help

About online Help

Adobe Systems, Inc. provides complete documentation in the Adobe PDF Help system. The Help system includes information on all the tools, commands, and features. The PDF format is designed for easy navigation online, and support for third-party screen readers compatible with Windows. The Help can also be printed as a desktop reference.

Navigating in Help

The Help will open in an Acrobat window with the bookmark pane open. If the bookmark pane is not open choose Window > Bookmarks. You can also navigate using the navigation bar, the index, or search the document.

At the top and bottom of each page is a navigation bar. Click Using Help to return to this introduction. Clicking Contents, or Index will take you to that section.

The Next Page and the Previous Page arrows let you move through the pages sequentially. Click Back to return to the last page you viewed. You can also use the navigation arrows in the Acrobat toolbar.

Using bookmarks, the table of contents, the index, and Find

The contents of Help are shown as bookmarks in the bookmark pane. To view subtopics, click the plus sign next to a bookmark. Each bookmark is a hyperlink to the associated section of the Help document.

To go to the information, click its bookmark. As the information is displayed in the document pane, its bookmark is highlighted.

You can turn highlighting on or off by selecting the Highlight Current Bookmark option from the bookmark pane menu.

To find a topic using the table of contents:

1. Click Contents in the navigation bar at the top or bottom of any page.
2. Click a topic on the Contents page to move to the first page of that topic.
3. In the bookmark pane, expand the topic to see its subtopics.

To find a topic using the index:

1. Click Index in the navigation bar at the top or bottom of any page.
2. Click the appropriate letter at the top of the page.

You can also expand the Index bookmark, and click the letter in the bookmark pane.

3. Locate your entry, and click the page number link to view the information.
4. To view multiple entries, click Back to return to the same place in the index.

To find a topic using the Find command:

1 Choose Edit > Find.

2 Enter a word or a phrase in the text box, and click OK.

Acrobat will search the document, starting from the current page, and display the first occurrence of the word or phrase you are searching for.

3 To find the next occurrence, choose Edit > Find Again.

Printing the Help file

Although the Help has been optimized for on-screen viewing, you can print pages you select, or the entire file.

To print, choose Print from the File menu, or click the printer icon in the Acrobat toolbar.

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Installing and Learning to Use Adobe Photoshop Album

Introduction

Welcome to the Adobe® Photoshop® Album application, the fast and easy way to organize your lifetime of photos so that you can instantly find the ones you want and share your experiences with anyone, anywhere. Photoshop Album has features designed specifically for active picture takers, photo-hobbyists, and business users who want to organize their digital photos, create albums, print photos, e-mail photos, share photos on the Web, or make a CD or disc for viewing on a computer or TV screen.

Registration

Please register your copy of the application so Adobe can continue to provide you with the highest quality software, offer technical support, and inform you about new Photoshop Album software developments.

When you first start the Adobe Photoshop Album application, you're prompted to register online. You can choose to submit the form directly or fax a printed copy. You can also register by filling out and returning the registration card included with your software package.

Installing Adobe Photoshop Album

You must install the Photoshop Album application from the Adobe Photoshop Album CD onto your hard drive; you cannot run the application from the CD.

Follow the on-screen installation instructions. For more detailed information, see the How_to_Install Read Me.wri file on the CD.

Tools for using Adobe Photoshop Album

Adobe provides a variety of options to help you learn and use Photoshop Album, including built-in Help, the Photoshop Album Quick Guide, context-sensitive menus, and tool tips.

In addition to this Getting Started Guide, you'll also find Adobe Portable Document Format (PDF) documents on the Photoshop Album CD. The Adobe Acrobat® Reader® lets you view PDF documents and is included on the CD as part of the Photoshop Album installation.

Using Help

Adobe Photoshop Album includes complete documentation in an easily accessible, built-in Help system. The Help system contains essential information on using all Photoshop Album commands, features, and tools, as well as keyboard shortcuts and full-color illustrations.

When launched, the Help system is displayed in a Web browser for easy navigation. To properly view the Help topics, your computer must have either Netscape Communicator (4.75 or higher) or Microsoft® Internet Explorer (5.0 or higher) installed.

To start Photoshop Album Help:

Do one of the following:

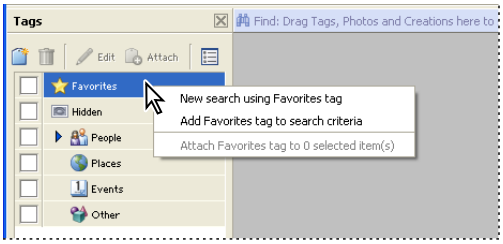
- Press the F1 key.
- Choose Help > Adobe Photoshop Album Help from the menu bar.
- Click the Help button located in the lower right corner of the Quick Guide window.

Using the Photoshop Album Quick Guide

By default, the Photoshop Album Quick Guide window opens when the application is launched. The Quick Guide is a convenient starting point for major tasks in Photoshop Album. For more information on using the Photoshop Album Quick Guide, see "Start using Photoshop Album" on page 9.

Using context-sensitive menus

Photoshop Album streamlines your use of the application with context-sensitive menus. These menus display options for photos and tools, and change depending on the item that's currently selected.



A context-sensitive menu

To display context menus:

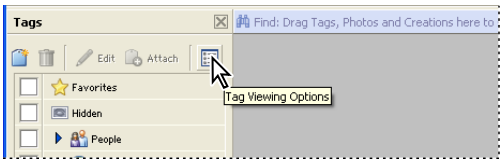
1 Position the pointer over an image or item in a pane.

2 Right-click.

If no context-sensitive menu appears, no menu is available for that tool or pane.

Using tool tips

The tool tips feature displays the name of tools, buttons, or controls.



A tool tip

To identify a tool, button, or control:

Position the pointer over a tool, button, or control, and pause. A tool tip appears showing the name and keyboard shortcut (if any) for the item.

Note: *Tool tips are not available in most dialog boxes. However, some dialog boxes contain hyperlinks that display explanations or tips.*

Using Web resources

If you have an Internet connection, you can access additional resources for learning Photoshop Album on the Adobe Systems Web site. These resources are continually updated.

To access the Adobe home page for your region:

Do one of the following:

- Click the Go to Adobe.com button near the top-right corner of the application window.
- Choose Help > Adobe Online from the menu bar.

Customer support

When you register your product, you may be entitled to technical support for a single incident. Terms vary depending on your country of residence and are available only for retail versions. For more information, refer to the technical support card provided with your Photoshop Album documentation.

Additional customer support resources

Adobe Systems also provides several forms of automated technical support:

- See the ReadMe and ReadMe First! files installed with the program for information that became available after this guide went to press.
- Choose Help > Support to explore the extensive customer support information on Adobe's Web site.

Photoshop Album Basics

Enjoying your photo collection with Photoshop Album

If you love to take pictures, you've probably accumulated piles of shoeboxes filled with prints and negatives. Or maybe you've gone digital and you're trying to keep track of all those photo files on your computer. Now you can spend time enjoying your photos instead of just looking for them. Let Adobe Photoshop Album be the hub to manage your lifetime of photos. With Photoshop Album, you can bring photos into your computer, organize them, find them, view them, fix them, get creative with them, and share them.

With Photoshop Album, you see all your photos in one place, organized by the time you took the photos, even if they're spread across many folders on your computer. Gone is the tedium of painstakingly organizing your folders by subject or renaming all your photo files—only to discover that you still have no way to see a list of all your photos by date and time or that you put a photo in one folder but went looking for it in another.

Get photos from various devices such as digital cameras, scanners, and folders on your computer and bring them into Photoshop Album. You can also bring video clips or audio clips into Photoshop Album. Once photos and media are in Photoshop Album, you can organize, view, and find them. You can even fix common photo problems. As the hub for all your photo activities, Photoshop Album lets you make such creations as albums, greeting cards, slideshows, and Web photo galleries based on your photos. You can also share your photos online or in print, all without leaving the program.

Photoshop Album recognizes digital photos, video, and audio in some of the most commonly used formats. For more information on file formats you can bring into Photoshop Album, see "Working with different file formats in Photoshop Album" on page 42.

Adobe Photoshop Album is the hub of all your work with photos—the fast and easy way to organize and share your lifetime of photos.

How Photoshop Album works

Adobe Photoshop Album creates links to your photos so it knows where the photo is located, what file format it's in, and so forth. Photoshop Album does this by keeping information about your photos, video clips, and audio clips in a database of information called the *catalog*.

Photoshop Album automatically creates a catalog (My Catalog.psa) for you when you first launch the application and bring in photos. Your catalog keeps track of the photos, video clips, and audio clips on your computer and on other media such as discs. It's a collection of information about each photo, but it doesn't contain the actual photos themselves.

Photos, video clips, and audio clips brought into Photoshop Album are automatically organized by the date/time the photo was taken by the digital camera. For more information about how Photoshop Album automatically organizes your photos in the timeline, see "The timeline" on page 17 and "Organizing photos in the photo well" on page 44.

Photoshop Album also has a powerful tags feature that functions much like attaching keywords to identify your photos. It's very similar in concept to the use of "name tags" or "luggage tags." Tags give you even more flexibility in how you manage, identify, and organize photos by letting you find photos based on the people in them, where the photo was taken, what the event was, and so forth. You can have multiple tags for any photo to mark the photo with all of the things that are important about it. By selecting any combination of tags, you can find and organize just the photos you want. For more information on tags, see "Organizing photos in Photoshop Album" on page 19 and "Organizing photos into catalogs" on page 60.

Start using Photoshop Album

When you first start Photoshop Album, the Quick Guide window is open by default. The Quick Guide is a convenient "jumping off" point to all the major tasks in Photoshop Album. Select a task by clicking an icon in the Quick Guide Overview window or clicking a tab. If you're a new user of Photoshop Album, your first task will be to get photos into Photoshop Album.

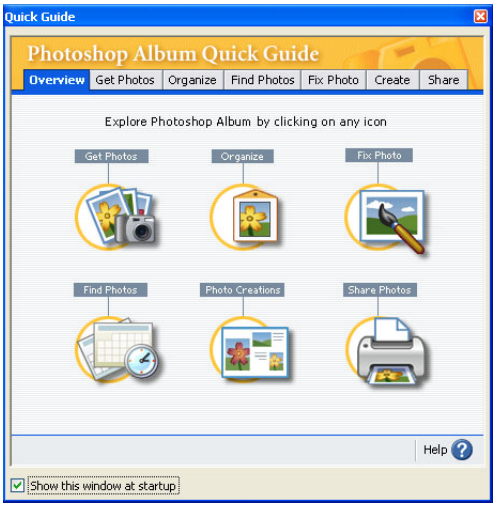
The Quick Guide can be closed or reopened at any time while you're using Photoshop Album.

To start Photoshop Album:

1 Do one of the following:

- Double-click the Photoshop Album icon on your desktop.
- Use the Start menu to find and open Photoshop Album.

By default, the Quick Guide window appears on top of the Photoshop Album work area.



The Quick Guide Overview window

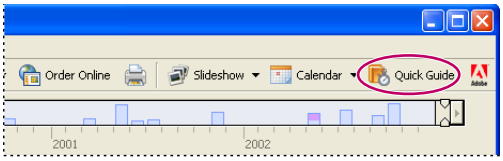
2 In the Quick Guide Overview window, do one of the following to start using Photoshop Album immediately:

- Click a tab.
- Click one of the six icons in the Overview window.

Note: *Click the Help button at the bottom-right corner of the Quick Guide window if you want to access the built-in Help. For more information on Help, see* *"Using Help" on page 5*.

To open the Quick Guide (if it's been closed):

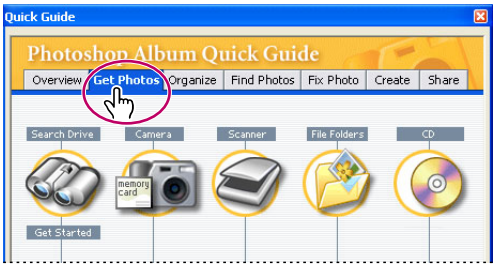
Click the Quick Guide button on the shortcuts bar.



Click the Quick Guide button to open the Quick Guide.

Getting photos into Photoshop Album

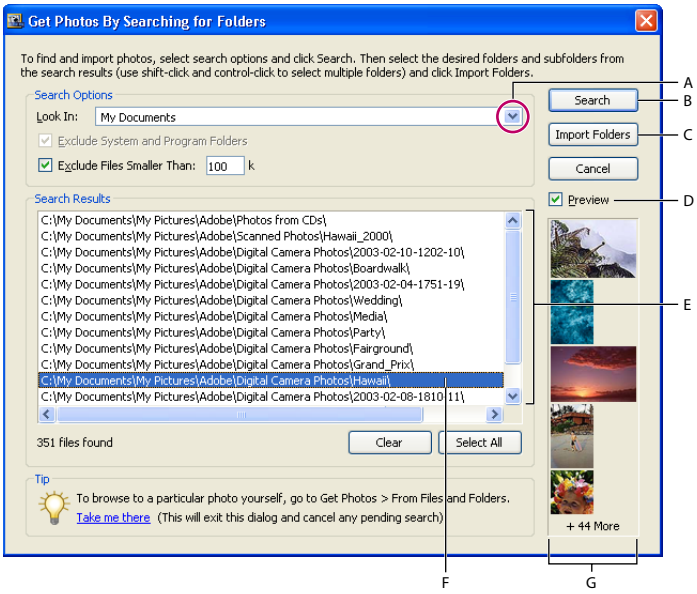
Getting photos into Photoshop Album is the first thing you do to start using the software. You can do it immediately using Get Photos in the Quick Guide. You can also get photos by clicking the Get Photos button on the shortcuts bar. You can access even more options by choosing Get Photos from the File menu.(For detailed instructions, see "Getting photos from digital cameras or card readers" on page 32.) Keep in mind that you can also bring video clips and audio clips into Photoshop Album using the Get Photos command.



The Get Photos tab opens the Get Photos window; click one of the five icons to select a method to get photos.

Searching your computer's drive for photos and video

Your first step in using Photoshop Album is to import all the photos from your computer's hard disk into Photoshop Album. If you just got a digital camera and haven't downloaded any photos to your computer, see "Getting photos from a digital camera or card reader" on page 12. For more information, see "Working with different file formats in Photoshop Album" on page 42.


Get Photos By Searching for Folders
To find and import photos, select search options and click Search. Then select the desired folders and subfolders from the search results (use shift-click and control-click to select multiple folders) and click Import Folders.
Search Options
Look In: My Documents
Exclude System and Program Folders
Exclude Files Smaller Than: 100 k
Search
Import Folders
Cancel
Preview
Search Results
C:\My Documents\My Pictures\Adobe\Photos from CDs\
C:\My Documents\My Pictures\Adobe\Scanned Photos\Hawaii_2000\
C:\My Documents\My Pictures\Adobe\Digital Camera Photos\2003-02-10-1202-10\
C:\My Documents\My Pictures\Adobe\Digital Camera Photos\Boardwalk\
C:\My Documents\My Pictures\Adobe\Digital Camera Photos\2003-02-04-1751-19\
C:\My Documents\My Pictures\Adobe\Digital Camera Photos\Wedding\
C:\My Documents\My Pictures\Adobe\Digital Camera Photos\Media\
C:\My Documents\My Pictures\Adobe\Digital Camera Photos\Party\
C:\My Documents\My Pictures\Adobe\Digital Camera Photos\Fairground\
C:\My Documents\My Pictures\Adobe\Digital Camera Photos\Grand_Prix\
C:\My Documents\My Pictures\Adobe\Digital Camera Photos\Hawaii\
C:\My Documents\My Pictures\Adobe\Digital Camera Photos\2003-02-08-1810 11\
351 files found
Clear
Select All
Tip
To browse to a particular photo yourself, go to Get Photos > From Files and Folders.
Take me there (This will exit this dialog and cancel any pending search)
+ 44 More
A
B
C
D
E
F
G

The Get Photos By Searching for Folders dialog box
A. Choose a location to search **B.** Search button **C.** Imports folder(s) selected from the Search Results window **D.** Click Preview check box to view photo thumbnails **E.** Search Results window **F.** Folder selected for importing **G.** Thumbnail of photo(s) in selected folder

To search for photos on your computer's hard drive:

1 With the Quick Guide window open, click the Get Photos button or click the Get Photos tab to open the Get Photos screen.

2 Click the Search Drive button . The Get Photos by Searching for Folders dialog box appears.

3 Select a search option from the Look In drop-down menu:

- All Hard Disks to find all of the photos on your computer (deselect this option if you want to target your search more closely). All installed hard disk drives on your PC will be searched, so the search may take a while.
- C Drive to search the main hard disk drive in your computer.
- My Documents to search for all photos in that folder, and its subfolders.
- Browse to look for a specific folder.

4 Click Search. The search may take a while. Click Cancel if you want to stop the search.

By default, Photoshop Album searches all drives in your computer, excluding System and Program folders and files smaller than 100K. These options save you the effort of searching through folders that are unlikely to contain your photos, and also exclude small files that are unlikely to be your full-resolution photos. To select a specific location on your computer, to browse for folders, change the size of files to be excluded, or deselect the exclude files option, see "Searching for files on your computer" on page 40.

5 When the search is complete, the lower area of the dialog box lists all the folders that were found to contain photos and video clips.

6 Click a folder to select it. To select more than one folder, press the Ctrl key on your keyboard and click another folder name. You can preview the items in a folder by clicking the folder name in the list.

7 When you're done selecting or deselecting folders in the list, click the Import Folders button.

Getting photos from a digital camera or card reader

If you are directly connecting your camera to your computer to get photos, make sure that you have installed the drivers that came with your digital camera. If you are running Microsoft Windows® XP, the drivers for some cameras are built in. Carefully read any documentation that came with your camera to make sure that it's set up correctly. For more information on camera preferences and drivers, see "Getting photos from digital cameras or card readers" on page 32.

If you have a flash card or memory card reader attached to your computer, or if you have a flash or memory card in your digital camera, Photoshop Album makes it easy to get your photos. You may also get your photos from a card reader. (See "Getting photos from digital cameras or card readers" on page 32.)

The Get Photos from Camera or Card Reader dialog box

To get photos from a digital camera:

1 Make sure that your camera is connected properly and turned on.

2 With the Quick Guide window open, click the Get Photos button or click the Get Photos tab to open the Get Photos screen.

3 Click the Camera button .

The Get Photos from Camera or Card Reader dialog box opens.

Note: If you have a WIA-enabled camera, Photoshop Album should automatically detect your camera when you attach it, so you won't need to click the Get Photos button.

4 If necessary, click the pop-up menu button and choose your camera from the Camera pop-up menu.

5 Next, select Create Subfolder Using Date/Time of Import if you want the photos you're getting to be stored in their own folder whose name includes the date and time they were imported.

6 Select Delete Photos on Camera or Memory Card after Import if you want to erase the photos from your camera once they're brought into Photoshop Album.

7 If you have a WIA-enabled camera, select the Import All Photos option if you want Photoshop Album to import all the images on your camera.

8 Click OK to get photos.

Important: *If your camera does not appear as a choice in the menu, it could just mean that the camera is not connected or that the camera is not turned on.*

You can rotate any photo you bring in from a digital camera. Select one or more photos you want to rotate. Then click the Rotate Left button or the Rotate Right button in the options bar.

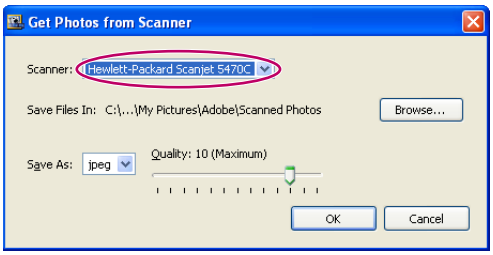
To create a folder for your imported photos using the date/time of import, designate a destination for your files, delete images on your camera after importing, and to import all images, see "Getting photos from digital cameras or card readers" on page 32.

Getting photos from a scanner

Photoshop Album lets you use a scanner to bring in images of your photos, negatives, and slides. Photoshop Album uses the scanner driver (software made by the manufacturer that allows the scanner to communicate with your computer) installed on your system to get scanned images.

Before you try to get your photos into Photoshop Album, make sure that you've installed all the software that came with your scanner. Carefully read any documentation that came with your scanner to make sure that it's connected properly to your computer. For more information, see "Getting photos from scanners" on page 35.

Note: *When you bring in photos using a scanner, the date and time of the scan is assigned to the photo. You can always change this date to the date that the photo was taken. For more information on adjusting the date and time assigned to your photo, see "Changing the date of a photo" on page 45.*



The Get Photos from Scanner dialog box

To get photos from a scanner:

1 Make sure that your scanner is connected to your computer and turned on.

2 With the Quick Guide window open, click the Get Photos button or click the Get Photos tab to open the Get Photos screen.

3 Click the Scanner button.

4 If necessary, click the pop-up menu button and choose your scanner from the Scanner menu.

Note: *If you get a "None Detected" message in the Scanner menu, make sure that the scanner is on and properly connected to your computer.*

5 Next, choose a file format for the scanned photos from the Save As pop-up menu. JPEG is usually the best choice. Photoshop Album selects medium quality JPEG as the default format for your scan. If you choose the JPEG format, you'll be able to drag the Quality slider. The higher the quality setting, the larger the file size will be. (See "Working with photo resolution" on page 125.)

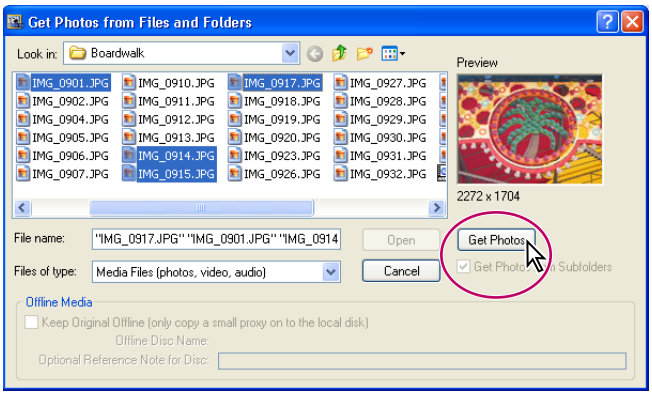
6 Click the OK button.

7 Photoshop Album launches the driver that came with your scanner. Follow the instructions that came with the driver software to scan your photo. Typically you can also select an area to scan, or correct any color issues that you may see. For more information on changing the file format, resolution or folder destination of your image files, see "Working with different file formats in Photoshop Album" on page 42.

Note: *If you're using Windows XP, then Photoshop Album launches the Windows XP scanning interface. Instructions can be found in Windows XP online help.*

Getting photos from files and folders

When you import photos from folders on your computer's hard drive, Photoshop Album creates a link to the location of the photos. The original photo files remain in their locations on your computer. For more information on getting photos from folders, see "Getting photos from your computer" on page 39.



Select photo(s), and then click the Get Photos button.

To get photos from files and folders:

1 With the Quick Guide window open, click the Get Photos button or click the Get Photos tab to open the Get Photos screen.

2 Click the File Folders button.

3 Click the triangle icon on the right side of the Look In menu and choose a location on your computer to bring up the contents of a folder.

4 Move the pointer over a file or folder. In the case of a file, Photoshop Album displays information about the photo. Selecting a file displays a preview. Then do one of the following:

- To get a single photo, select it and then click Get Photos.
- To get multiple photos, select the first file you want to import, hold down Shift, and select the last file you want to import (all the files in between are selected). Alternately, hold down the Ctrl key and select additional files (only the files you click on are selected). When you're done selecting photos, click Get Photos.
- To get all the photos in a folder, navigate to the location of the folder and select it. Then click Get Photos.
- If you want to get photos stored in multiple subfolders, navigate to the location of the main folder and select it. Select Get Photos from Subfolders, and then click Get Photos.

Getting photos from CDs

When you get photos from CDs or DVDs, you can choose whether or not to bring the files onto the hard drive of your computer, or leave them on the CD or DVD, which is known as keeping them *offline*. For more information on getting photos from CDs and DVDs, see "Getting photos from CDs and DVDs" on page 37.

To get photos from CDs:

1 With the Quick Guide window open, click the Get Photos button or click the Get Photos tab to open the Get Photos screen.

2 Click the CD button.

3 In the dialog box, navigate to your CD-ROM or DVD drive.

4 Select the photos you want to import from the CD-ROM or DVD.

5 Select Keep Original Offline to add just a copy of the photo to your Photoshop Album catalog. If this option is selected, the copy (or proxy file) will be downloaded on your computer and Photoshop Album will reference it from that location. To download the master photo, leave this option deselected.

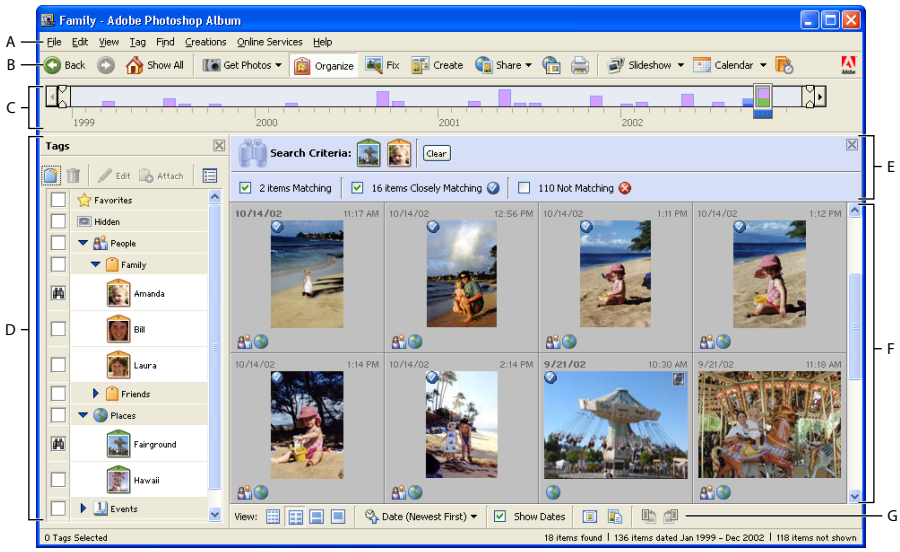
6 If you're keeping an original offline, type in a reference name for the CD or DVD that will make it easy for you to identify the disc in case Photoshop Album requests it at a later time.

7 Click Get Photos. Your photos are brought in to Photoshop Album.

An offline photo has the CD icon in its thumbnail. Its file location will reference the drive from which the CD was inserted.

About the Photoshop Album work area

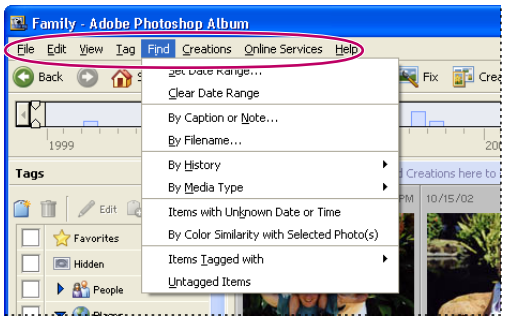
The Adobe Photoshop Album work area is designed to help you get, find, and fix photos; make creations; and share those photos and creations. To do all this, the work area is organized into several related components that help you move from one task to another easily and effectively.



The Photoshop Album work area
A. Menu bar **B.** Shortcuts bar **C.** Timeline **D.** Tags pane **E.** Find bar **F.** Photo well **G.** Options bar

The menu bar

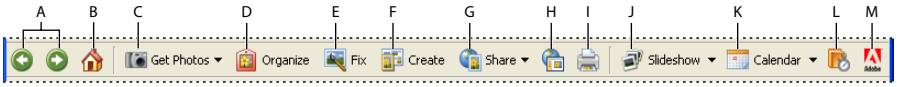
The menu bar contains commands for performing tasks. The menus in the menu bar are organized according to the type of task you can perform. For example, the Find menu lists commands for finding photos according to date, name, and so forth.



The menu bar

The shortcuts bar

The shortcuts bar displays buttons for common commands, and is located just below the menu bar. You can quickly click these commands as you need them while you're working in Photoshop Album. To see the name of a button, position the pointer over the button and its tool tip appears.

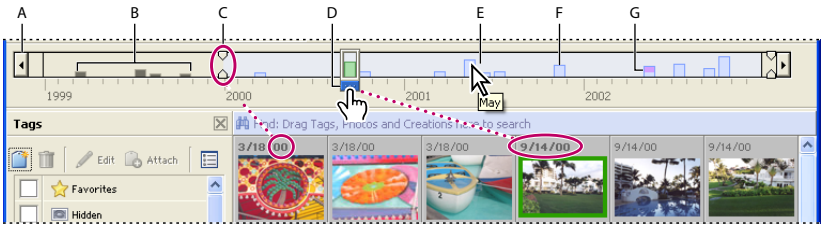


The shortcuts bar
A. Navigation buttons **B.** Click to show all photos **C.** Get photos, video, and audio **D.** Open or close the Tags pane **E.** Fix photos **F.** Start a new creation **G.** E-mail and share photos **H.** Order prints online **I.** Print photos **J.** Play a slideshow of selected items **K.** Open items in calendar view **L.** Open or close the Quick Guide **M.** Go to Adobe.com

The timeline

The timeline lets you find photos by the date they were taken. When you select a date or range of time in the timeline, photos that were created or saved with that date appear in the photo well. When you select a range of time in the timeline, the photo well scrolls to the photos that were taken within that range. You can also scroll to a particular month in any year by clicking that month in the timeline. The timeline also shows how items are distributed across time; the height of each bar is proportional to the number of images in each month.

For more information on the timeline, see "Using the timeline" on page 70.



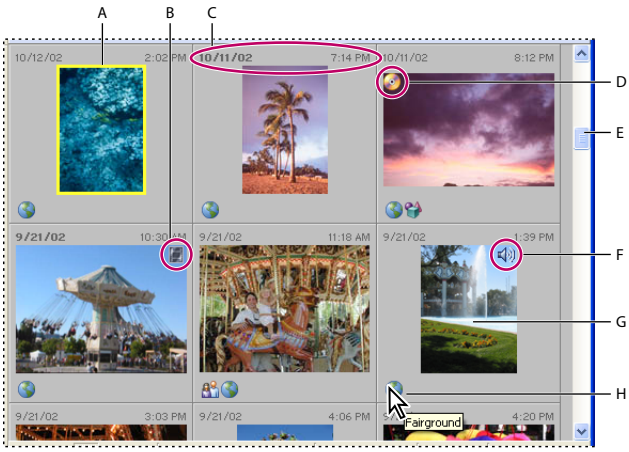
Using the timeline
A. Click to scroll the range of the timeline **B.** Gray bars indicate photos out of set range **C.** Drag end points to narrow view **D.** Click a bar and drag the marker to scroll photos **E.** Hold pointer over a bar to identify its range (month, import batch date, or file location) **F.** The height of the bar indicates the number of photos **G.** Purple bars indicate hidden photos

The photo well

The photo well is the area where your photos, video clips, audio files, and creations are displayed, either one at a time or in a grid of thumbnails. The options bar located below the photo well contains a row of buttons that provide quick access to the most common actions for changing the view options of the photo well, including a Sort menu that specifies the sort order for displaying the photos.

Note: *The display of audio files is disabled by default. To enable audio files for viewing, choose View > Media Types from the menu bar. Make sure that Audio is selected in the Items Shown dialog box. Click OK.*

The photo well displays any search result, whether using a tag search, the Find menu, or the View menu. For more information, see "Choosing a viewing size" on page 67, "Using tags to organize your photos" on page 46, and "Using the find bar" on page 77.



The photo well in medium thumbnail view
A. Selected image **B.** Indicates video clip **C.** Click to edit date and time **D.** Indicates offline photo **E.** Scroll to view photos **F.** Indicates audio caption attached **G.** Double-click to view as Single Photo **H.** In the medium thumbnail view, place the pointer over the icon to see tag names

The options bar

The buttons in the options bar help you organize and sort files in the photo well. You can display information on what each button on the options bar does by holding the mouse pointer over that button.

The options bar also lets you choose a view setting for the timeline, select whether or not to show dates in the photo well, show or hide the Workspace, show or hide the Properties pane, and rotate selected photos.

For more information on using the options bar for viewing photos in the work area, see "Viewing photos in the work area" on page 67.

The options bar
A. Thumbnail view buttons **B.** Sort pop-up menu **C.** Show Dates option **D.** Show/Hide Workspace button **E.** Show/Hide Properties button **F.** Rotate left button **G.** Rotate right button

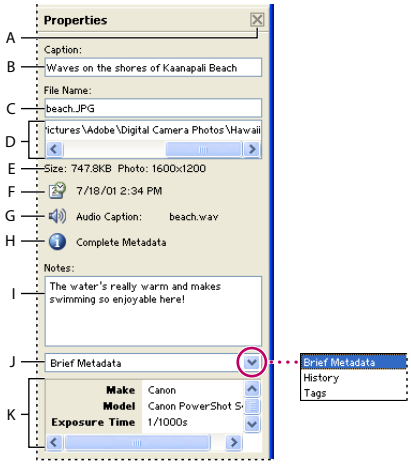
Information in the Properties pane

The Properties pane contains detailed information about a selected photo or media file. In the Properties pane, you can view the name of the file, any captions or notes you've added to the file, metadata in the file, the dates you imported or modified the file, any creations using the file, any tags attached to the file, and the location (path) of the file on your computer. You can also record or listen to audio annotations attached to photos. Additionally, the Properties pane lets you rename a file, add a caption or notes, and adjust the date and time of the photo file.

To show or hide the Properties pane:

Click the Show or Hide Properties button in the options bar.

For more information on how to view or add information in the Properties pane, see "Adding information about a photo" on page 56.



The Properties pane
A. Closes the Properties pane **B.** Caption of the photo, video clip, or audio clip **C.** Filename **D.** Path to the file location on your computer **E.** File size, dimensions (photos and video only), and playing time (audio only) **F.** Change the Date and Time **G.** Record or play the audio caption **H.** View complete metadata including EXIF information **I.** Type or view notes **J.** Choose what information to view **K.** Shows brief meta-data information, import and modification dates, and attached tags

You can add captions and notes to your photo in the Properties pane. You can also rename a photo file by typing in the Filename text box. For renaming a batch of photos, Photoshop Album has a Rename command. For more information on adding captions and notes, see "Adding information about a photo" on page 56. For details on renaming one or more photos, see "Renaming your photo files" on page 60.

Organizing photos in Photoshop Album

Photoshop Album lets you sort, arrange, preview, and search for your photos and video files. To do this, you have access to powerful tools—the timeline, calendar views, and tags—to organize your photos.

The timeline is especially powerful because Photoshop Album automatically organizes photos by the date the photo was taken. Except for instances when you want to change the date of a scanned photo, you don't have to do anything to organize photos in the date order. For more information about using the timeline, see "The timeline" on page 17 and "Organizing photos in the photo well" on page 44.

The calendar view also lets you easily find by date with an intuitive calendar interface. Thumbnails are displayed on the day you took the photos. To view a stack of photos in the calendar, simply click the Play button.

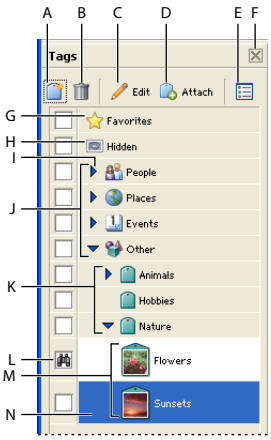
In addition to date/time, you can use keyword tags to find photos based on the people in them, where the photo was taken, the event, and so forth. Tags give you a powerful tool for finding and identifying photos so you don't have to remember each photo's filename, date, or folder. Using tags also liberates you from filing your photos in folders by subject, and from renaming your photos and videos.

The Tags pane

Tags are organized in the Tags pane; by default, four tag categories are available: People, Places, Events, and Other. While these standard categories will work fine, you can easily add your own subcategories to customize the catalog for your needs. Under either a category or subcategory, you create your own custom tags to give yourself even more options for identifying and finding photos. For more information, see "Organizing tags in the Tags pane" on page 51 and "Creating subcategories of tags" on page 53.

To open or close the Tags pane:

Click the Organize button in the shortcuts bar.

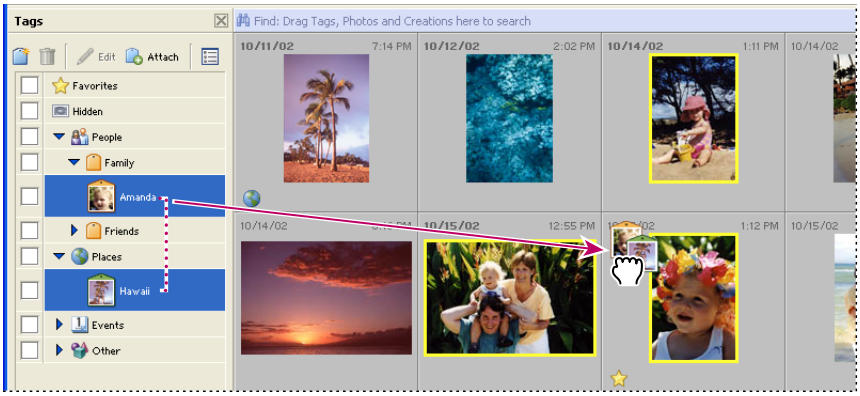


The Tags pane
A. Create New Tag **B.** Delete Selected Tag(s) **C.** Edit Selected Tag **D.** Attach Selected Tag(s) to Selected Item(s) in the photo well **E.** Set viewing options for the Tags pane **F.** Close the Tags pane **G.** Favorites tag to identify special photos **H.** Hidden tag to hide photos **I.** Click to show lower-level tags **J.** Top-level category tags **K.** Subcategory tags **L.** Find check box **M.** User-created tags **N.** Selected tag

Creating and attaching tags to photos

One of the keys to organizing your photos is creating useful and descriptive tags. For instance, you might make a tag called "Hawaii" under the Places category to represent your Hawaii vacation photos. In addition to creating tags under a category, tags can be created under a subcategory. For more information on creating tags and subcategories, see "Creating your own tags" on page 47 and "Creating subcategories of tags" on page 53.

Attaching tags is as simple as dragging them to any photo or selected photos in the photo well. For more information on attaching tags, see "Attaching and removing tags to photos" on page 48.



Attaching more than one tag to more than one photo is as simple as dragging them onto the selected photos.

To create your own tag:

1 Click the Create New Tag button in the Tags pane to open the Tag Editor.

2 In the Tag Editor, use the Category menu to choose the category or subcategory under which you want to list the tag.

3 In the Tag Name text box, type the name you want to give the tag.

4 In the Note text box, type any information you want to add about the tag. (For example, you could write that the tag represents vacation photos taken in Hawaii.)

5 Click OK.

The tag appears in the Tags pane under the category or subcategory you selected.

Notice that the tag has a question mark icon. The first time you attach the tag to a photo, it will use that photo as its icon. You can easily choose a different photo for the icon later. For more information on changing an icon, see "Modifying and deleting tags" on page 50.

To attach tags to photos:

Do one of the following:

- To attach one or more tags to a single photo, select one or more tags and drag them from the Tags pane onto a photo in the photo well.
- To attach one or more tags to multiple photos, select multiple photos in the photo well, and then select one or more tags in the Tags pane and drag them onto one of the selected photos in the photo well.

Click to select a single tag or photo, Shift-click to select multiple tags or photos in a series, or Ctrl-click to select nonadjacent tags or photos.

In the medium thumbnail view of the photo well, to see which tags are attached to a photo, hold your pointer over each category icon attached to the photo in the photo well.

Finding photos in Photoshop Album

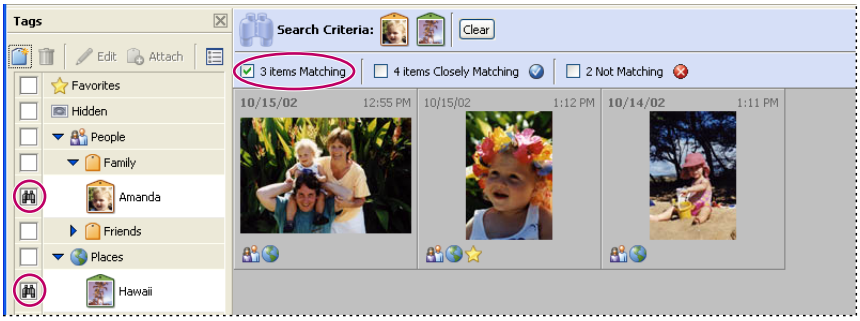
Photoshop Album has plenty of tools to help you find your photos. After a few times, you'll find the way that works best for you, whether it's using tags and the commands in the Find menu or using the timeline. Either way, you'll be able to get just what you need. For more information about tags, see "Using tags to organize your photos" on page 46.

Using tags to find photos

Clicking the box next to a tag in the Tags pane displays all the photos with that tag. Clicking the boxes next to multiple tags finds photos that have all of those tags attached. (The one exception to this is if you search on Place tags, in which case Photoshop Album will find photos that have any of the tags.) Double-clicking a tag clears an existing search and displays all the photos with that tag. For more information, see "Finding photos using tags" on page 75.

To find photos using tags in the Tags pane:

Click the box next to the name of the tag. The binoculars icon appears next to tags being used as search criteria.



You can find a photo by any of its tags, in addition to finding it by its filename and folder location.

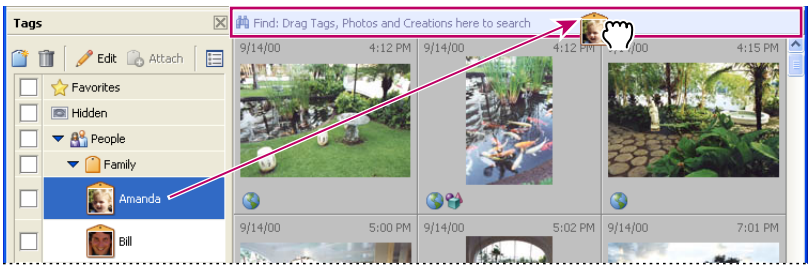
Searching with the find bar and tags

The find bar performs quick searches when you drag tags onto it. When not in use, the find bar is a horizontal blue bar right above the photo well. The find bar automatically expands when you drop a tag onto it, and the Search Criteria window opens so you can see the tags you've added to the search. Searches begin as soon as you drop the tags in the find bar.

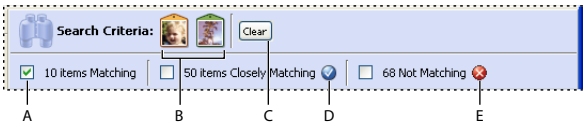
For more information on the find bar, see "Using the find bar" on page 77; for more information about using tags to find photos and about Photoshop Album's search ranking, see "Finding photos using tags" on page 75.

To find items using tags and the find bar:

Drag one or more tags onto the find bar. The tag appears in the search criteria window to remind you which tag you searched for.



Dragging a tag on the find bar



Find bar expanded with Search Criteria
A. Click a check box to find items **B.** Search Criteria window showing tags **C.** Close the find bar
D. Closely matching items **E.** Items not matching

Searching in the Calendar view

The calendar is a useful way to find items when you have a good idea in which month they were taken. When the calendar is displayed, it shows the first photo for each day, and it identifies the number of photos (or video clips) taken on that day. If you click a day with more than one item, a mini-slideshow displays within the calendar. When you find the item you're looking for, click the View button to scroll the thumbnails in the photo well and highlight the desired item. In the Single Photo view, the photo well displays the desired photo when the View button is clicked. For more information, see "Using the calendar" on page 71.

Using the calendar
A. Calendar window for viewing photos or a mini-slideshow **B.** Click to start or pause a slideshow **C.** Number of photos for selected date **D.** Click to view the previous photo/next photo **E.** Click to select a month **F.** Click to select a year **G.** Tag(s) attached to the first photo taken on the selected day **H.** Close button **I.** View button to display item in photo well **J.** Click to view previous/next month **K.** Date selected

To find photos in the Calendar view:

1 Do one of the following:

- Click the Calendar button in the shortcuts bar.
- If the Quick Guide is open, either click the Find Photos button or click the Find Photos tab to open the Find Photos screen. Then click the Calendar View button.

2 Navigate to the year and month you want to look at.

3 Click the day of interest.

4 Click the Play button to start a mini-slideshow in the Calendar of the photos from that day.

5 If you see a photo you want to find in the photo well, click the binoculars icon.

Finding photos by date

You can view photos within a certain date range either by using the timeline or specifying a range of time in the Set Date Range dialog box.

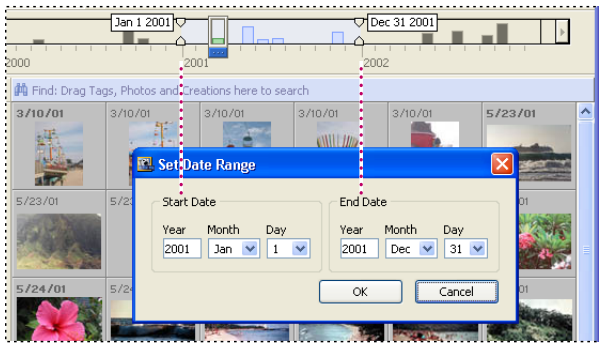
The timeline is divided into years and months. You can jump to a particular month and year by clicking that month in the timeline. Photoshop Album displays photos for that month in the photo well. To help you identify a month, hold your mouse pointer over a bar in the timeline; the name of the corresponding month appears. For more information about using the timeline to find photos, including using the batch import and file location views, see "Using the timeline" on page 70.

To view and find photos by date:

1 Choose Find > Set Date Range from the menu bar.

2 In the Set Date Range dialog box, type a year in the Year text box, and then choose a month and day to specify the start and end dates for the date range. Click OK.

Photoshop Album adjusts the date range selection in the timeline and displays photos within that range in the photo well.



The end points in the timeline correspond to the start and end dates specified for a date range.

To view photos by date order:

Use the Sort pop-up menu in the options bar and choose one of the following:

- Select the Newest First option to arrange the photos in the photo well from newest to oldest.
- Select the Oldest First option to arrange the photos in the photo well from oldest to newest.

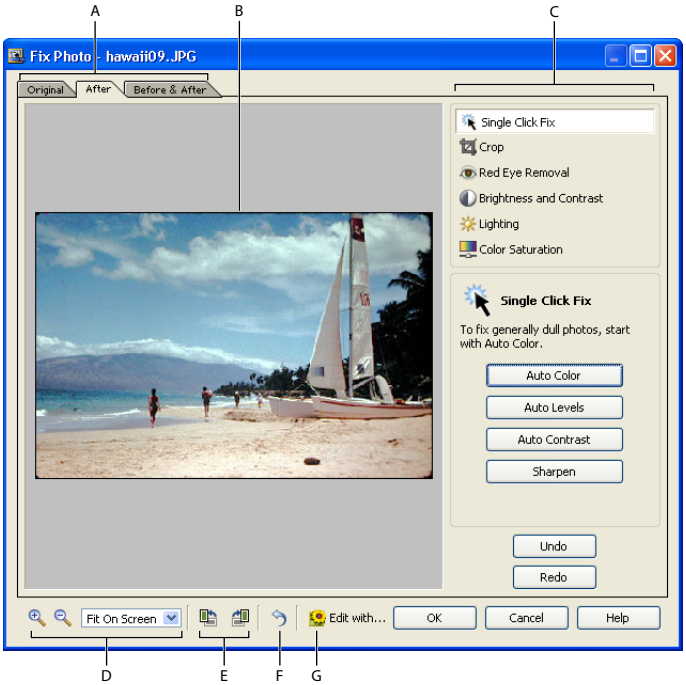
Fixing your photos in Photoshop Album

Nobody takes perfect photos all the time. Fortunately, Photoshop Album has tools to fix the most common photo problems right within the application. For instance, you can adjust the overall color, contrast, and brightness of the photo. You can also crop or remove red-eye from a photo. All fixes are done in the Fix Photo dialog box, a convenient work area for adjusting your photo. If you need more sophisticated editing tools than Photoshop Album provides, you can jump to Photoshop Elements (if you have the software installed) for the best integration with Photoshop Album, or any other image-editing application on your computer. To learn more about how to fix photos, see "Fixing photos in Photoshop Album" on page 84 and "Fixing photos in other applications" on page 94.

No matter what fix you choose for your photos, Photoshop Album always preserves your original photo. All changes are made to a copy of the photo, and you can revert to the original version at any time.

Fixing your photos in the Fix Photo dialog box

The dialog box provides "before" and "after" previews of the photo being fixed, as well as controls for zooming into and out of the preview, undoing and redoing changes, and jumping to another application to make additional changes. For more information on working with the Fix Image dialog box, see "Using the Fix Photo dialog box" on page 86.



The Fix Photo dialog box
A. Tabs for choosing different views of the photo **B.** Preview images **C.** Editing options **D.** Zoom controls **E.** Rotate options **F.** Revert to Original **G.** Edit with other application

To fix a photo in the Fix Photo dialog box:

1 Select a photo in the photo well, and do one of the following:

- Click the Fix button in the shortcuts bar.
- Right-click and choose Fix Photo from the context menu.

Photoshop Album displays alerts to inform you about the fixing process. Unless you have concerns about fixing a multi-layered Photoshop image, you'll probably just click OK in response to the alerts.

2 In the Fix Photo dialog box, select the fix you want. Instructions and controls appear in the area below the editing options buttons.

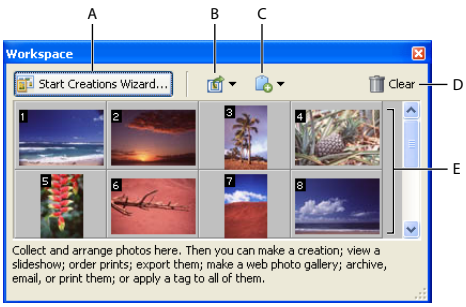
For instructions on making specific fixes, click the Help button to view Fixing Photo topics.

Making creations from your photos

Photoshop Album makes it easy to use your photos and video clips in photo albums, slideshows, video CDs, greeting cards, calendars, eCards, photo books, and Web sites. In Photoshop Album, these items are called *creations*.

To make a creation, you find and select the photos and video clips you wish to use, and then you select the type of creation you want. Depending on the type of creation you're making, Photoshop Album opens one of the following work areas: the *Workspace,* or a dialog box for creating a gallery for the Web.

If your photos and video clips are added to the Workspace, you can arrange them in any order you want for your creation. You can also use the Workspace to apply tags to items; play slideshows of items; and print, share, and export items. For more information, see "Arranging photos in the Workspace" on page 101.


A
B
C
Workspace
Start Creations Wizard...
Clear
D
E
Collect and arrange photos here. Then you can make a creation; view a slideshow; order prints; export them; make a web photo gallery; archive, email, or print them; or apply a tag to all of them.

The Workspace
A. Start Creations Wizard button **B.** Select Command button **C.** Attach tags button
D. Clear button **E.** Items arranged as you want

To make a creation:

1 Select the photos and video clips you want to use in the creation. Then do one of the following to add the items to the Workspace:

- Click the Create button in the shortcuts bar.
- Right-click an item and choose Add Selected Items to the Workspace from the context menu.
- Choose Creations > New from the menu bar.

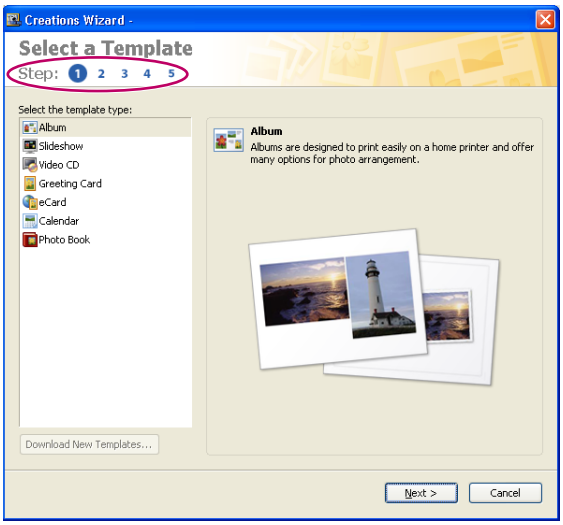
Important: *If you decide to add more items to the group currently in the Workspace, just drag the additional items into the Workspace. Do not select more photos and then click the Create button again in the shortcuts bar. Photoshop Album will think that you're starting a new creation. The items currently in the Workspace will be deleted and replaced by the new items.*

2 In the Workspace, arrange the photos in the order you wish, and then click the Start Creations Wizard button to complete your creation.

3 Follow the on-screen instructions in the Creations Wizard.

The Creations Wizard guides you through making your creation in a few easy steps. When you're done, the Creations Wizard saves the creation in your catalog so you can re-access it at any time from the photo well. For more information on making creations, see "Sharing your photos with Photoshop Album creations" on page 101; for more information about the Creations Wizard, see "Using the Creations Wizard" on page 105.

Note: *The Creations Wizard lets you choose from an assortment of templates depending on what you want to create. Each template offers different styles so you can customize the design of your creation. To offer you even more possible creations, Photoshop Album lets you download additional templates from Adobe's partners.*



The Creations Wizard guides you through making a creation in five easy steps.

Creating a gallery for the Web

If you select a Web Photo Gallery as your creation, Photoshop Album opens the Web Photo Gallery dialog box to let you determine the look of your online gallery.

To make a Web Photo Gallery:

Select the photos and video clips you want to use in the creation, and then choose Creations > Web Photo Gallery from the menu bar.

Photoshop Album opens the Web Photo Gallery dialog box with your items added. You can now select options and specify text to determine the look of your gallery. For detailed instructions on selecting an option or determining the look of your gallery, click the Help button in the dialog box. For more information on creating a Web Photo Gallery, see "Creating a photo gallery for the Internet" on page 119; advanced users who want to create an Adobe Atmosphere™ 3D Gallery can see "Creating an Adobe Atmosphere 3D Gallery for the Internet" on page 121.

Sharing your photos

Once your photos and video clips are in Photoshop Album, you'll be anxious to share them with others via e-mail, through prints, or viewed on the Web. To get you started quickly, the following procedures use the convenient Quick Guide for sharing your photos. As you become more familiar with Photoshop Album, you'll learn other procedures for sharing your photos. To learn other procedures for sharing your photos, see "Sharing photos using e-mail" on page 127, "Exporting photos" on page 131, "Printing photos at home" on page 133, and "Using online services" on page 139.

E-mailing your photos, video, and audio files

Photoshop Album does all the work of creating attachments for e-mail sharing. It will even generate a pre-addressed e-mail message with a PDF file or JPEG images attached. For more information, see "Sharing photos using e-mail" on page 127.

To e-mail your photos, video clips, and audio clips:

1 Select one or more items in the photo well.

2 Click the Share button in the shortcuts bar, and then choose E-mail from the pop-up menu.

3 If necessary, choose the E-mail application from the pop-up menu. Then click the Continue button.

4 In the Attach Selected Items to E-mail dialog box, do one of the following:

- Click the Add Recipient button to add the name and e-mail address to the list of recipients.
- Click the Contact Book button to select recipients for your order. If necessary, click the New Contact button to enter the names and e-mail addresses of your recipients. For more information about the Contact Book, see "Setting up your contact book" on page 128.

By default, PDF slideshow is selected as the format for sending your photos. You can also select to send your photos as individual attachments. For more information, see "Setting e-mail preferences" on page 127 and "E-mailing files" on page 130.

PDF is a universal file format that can be read by anyone, anywhere, who has the free Adobe Acrobat Reader software on his or her computer. PDF provides a better photo-viewing experience for your recipients by packaging up all the individual photos into a slideshow, complete with transitions. Your recipients can download the free Acrobat Reader from the Adobe Web site (http://www.adobe.com).

5 Choose a size and quality for the photos.

6 Click OK. For more detailed information on e-mailing your photos and media, see "Sharing photos using e-mail" on page 127.

Printing your own photos

Photoshop Album provides common options for printing your photos on your home printer. You can print individual prints, thumbnails of selected photos in a Contact Sheet, or photos in a variety of sizes in a Picture Package.

A B C

Three different printing options
A. Individual prints **B.** Contact sheet **C.** Picture package

In addition to these three options, you can print creations you've made in Photoshop Album, such as photo albums, greeting cards, and calendars, on your home printer. For more information on printing on your home printer, see "Printing photos at home" on page 133.

To print selected photos:

1 Make sure that your printer is on and connected to your computer. For more information on setting up your printer, consult your printer's user manual. (See "Setting print options" on page 134.)

2 Select one or more items (not audio clips) in the photo well.

Note: *If you select a video clip, only the first frame of the clip will be printed.*

3 Click the Print Photos button in the menu bar.

4 Select Individual Prints, Contact Sheet, or Picture Package from the Layout section of the Print Selected Photos dialog box. A preview of each layout is displayed.

5 Select the desired options for the layout. For more information on the options for each layout, see "Printing individual photos" on page 134, "Printing a picture package" on page 136, and "Printing a contact sheet" on page 138.

6 Click the Continue button to open your computer's Print dialog box. If you're using photo paper, be sure to go to Page Setup and select the correct paper type. Click Print.

Consult your computer's Help system for more information on using the Print dialog box.

Using an online service to share or print your photos

If you prefer to share your photos by uploading them to a Web service, rather than by e-mailing or printing them yourself, Photoshop Album will handle that—you don't have to use a Web browser or an uploader program from the sharing site. Your friends and family can then go to the sharing site to view the photos, depending on the services available. For more information, see "Using online services" on page 139.

The Online Services feature also lets you send images from Photoshop Album to remote service providers, such as photo printing partners. The service list may be updated each time you select the Online Services command, so check it occasionally for new services. For more information, see "Ordering prints from online services" on page 139.

Protecting your photos

After all the effort you put into your catalog, you will always want to make sure to safeguard your work. You can preserve your work and your catalog, all within Photoshop Album. No other software is required; just use Photoshop Album's Backup feature.

Backing up on CD or DVD preserves your catalog and all the photos in a storage place separate from your computer. It's also a good idea to back up your catalog and all the photos every now and then. That way, you can recover or restore them if you ever have problems with your computer. For more information on protecting your photos and catalog by backing up, archiving, repairing, or restoring, see "Safeguarding and preserving your photo catalog" on page 64 and "Repairing and restoring your catalog" on page 66.

Getting Photos into Photoshop Album

Getting photos from digital cameras or card readers

The way you get your photos from a digital camera depends on how your camera attaches to your computer. Some cameras come with TWAIN drivers (software made by the manufacturer that allows the camera to communicate with your computer) that must be installed first. Photoshop Album uses these drivers to get photos from your camera to your computer.

Other cameras support WIA (Windows Image Acquisition) drivers which make the process of getting your photos as simple as connecting the camera to your computer and then clicking a button in Photoshop Album. WIA can be used only if you are running Windows XP or Windows Me.

Some cameras mount to your computer so that when the camera is connected it looks like an additional hard-disk drive on your computer. To get your photos from a mounted camera, follow the directions in "Getting photos from your computer" on page 39.

If you have a flash card or memory card reader attached to your computer, or if you have a flash or memory card in your digital camera, Photoshop Album makes it easy to get your photos. You may also get your photos from a card reader using the directions in "Getting photos from your computer" on page 39.

Sometimes you may try to get photos that already exist in your catalog. If this happens, Photoshop Album displays a dialog box letting you know which photos you already have. These photos won't be reimported.

Getting your photos from a digital camera or a card reader

Carefully read any documentation that came with your camera or card reader to make sure it's connected correctly. If you're using a camera with TWAIN drivers, make sure that you have installed the drivers that came with your digital camera before you launch Photoshop Album.

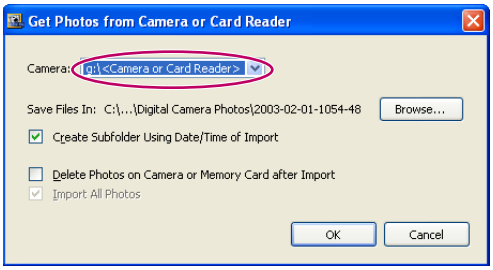
To get photos from a digital camera or card reader:

1. Make sure that your camera or card reader is connected properly and turned on.
2. Do one of the following:

- Click the Get Photos button in the shortcuts bar and then choose From Camera or Card Reader.
- Choose File > Get Photos > From Camera or Card Reader.

If you have a WIA-enabled camera, your camera most likely will be detected as soon as you attach it, so you won't need to click the Get Photos button.

3 If the Get Photos from Camera or Card Reader dialog box appears, choose the name of the connected device from the Camera pop-up menu at the top of the dialog box.



Get Photos from Camera or Card Reader dialog box

4 Next, select Create Subfolder Using Date/Time of Import if you want the photos you're getting to be stored in their own folder whose name includes the date and time they were imported. Click the OK button.

5 Select Delete Photos on Camera or Memory Card after Import if you want to erase the photos from your camera once they're brought into Photoshop Album.

6 If you have a WIA-enabled camera, select the Import All Photos option if you want Photoshop Album to import all the images on your camera.

Note: *If your camera uses TWAIN drivers, Photoshop Album may launch the driver that came with your digital camera. Acquire the photos from your camera as instructed by the driver software online help, or the printed documentation that came with your camera.*

7 Click the OK button.

8 As your photos are brought in, you'll see a preview of each photo. The photos you just got are displayed in the photo well. For more information on navigating through the photo well, see "The photo well" on page 17.

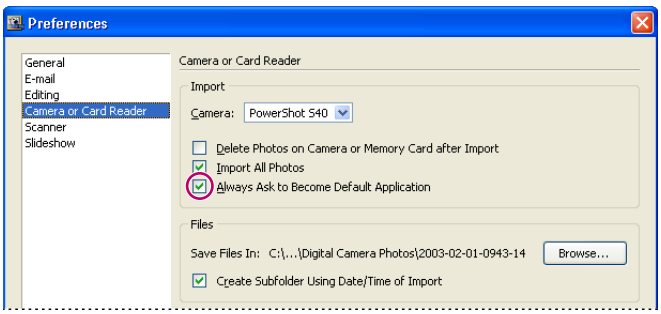
Setting camera or card reader preferences

Once you've set camera or card reader preferences, you may not have to change them unless you would like to get your photos from a different device.

If you have changed the settings and are having trouble getting your photos, try clicking the Restore Default Settings button to return the preferences to the original configuration. The default settings work well for most users.

To set camera preferences:

1 If the Camera Preferences dialog box isn't displayed on your screen, choose Edit > Preferences to open the Preferences dialog box, and then choose Camera or Card Reader from the list on the left side of the dialog box.



Setting camera preferences

2 Choose the name of your camera from the Camera pop-up menu. If you've used more than one camera, each known camera will appear in the pop-up menu.

Note: *Each time you connect with a different camera, you'll need to select that camera from the list.*

3 If you want the photos you just downloaded to be cleared from your digital camera, select Delete Photos on Camera or Memory Card after Import (leave the option unchecked to keep the images on your camera).

4 If you have a WIA-enabled camera, select Import All Photos if you want Photoshop Album to automatically get all the images on your digital camera. If you want to choose just some of the images, deselect this option.

5 Make sure that Always Ask to Become Default Application is checked so that Photoshop Album launches when WIA-enabled cameras are attached to your computer. Even if you don't have a WIA-enabled camera, it's a good idea to keep this option selected.

6 In the Files section of the dialog box, select Create Subfolder Using Use Date/Time of Import if you want Photoshop Album to put imported photos in a new subfolder named according to the date and time you imported them. This is helpful if you need to locate the images on your computer. Also listed is the path to the main folder where your photos are stored.

If you want to change the folder location where imported files are stored, choose a new location in General Preferences. That way, the location will remain consistent.

7 Click OK to close the Preferences dialog box.

Getting photos from scanners

Photoshop Album uses the scanner driver (software made by the manufacturer that allows the scanner to communicate with your computer) installed on your system to get scanned photos. The advantage of using these drivers is that you can usually choose the area of a photo you want to scan, and sometimes you can correct initial color problems, too. Other scanners use WIA (Windows Image Acquisition) drivers, which you can use if you are running Windows XP or Windows Me.

In Windows XP, you can set preferences that cause Photoshop Album to start as soon as your computer detects that your scanner is attached. This streamlines the importation process. See the documentation that came with your Windows XP operating system for more information.

Before you try to get your photos into Photoshop Album, make sure that you've installed all the software that came with your scanner. Carefully read any documentation that came with your scanner to make sure that it's connected properly to your computer. If the Preferences dialog box displays on your screen after you click the Get Photos button, follow the directions in "Setting scanner preferences" on page 36 to set your scanner up.

If you're having trouble getting your scanner to work well with Photoshop Album, you may want to use the software that came with your scanner instead. Simply scan the photos as directed, and then save them to your computer. To bring them into Photoshop Album, follow the directions in "Getting photos from your computer" on page 39.

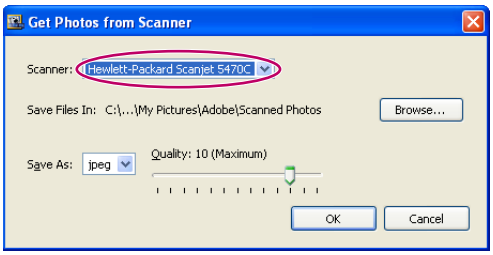
To get photos from scanners:

1 Make sure that your scanner is connected and turned on.

2 Do one of the following:

- Click the Get Photos button in the shortcuts bar, and then choose From Scanner from the pop-up menu.
- Choose File > Get Photos > From Scanner.

3 If the Get Photos from Scanner dialog box appears, choose the name of the scanner from the Scanner pop-up menu.



Get Photos from Scanner dialog box

4 Choose a file format for the scanned photos from the Save As pop-up menu (see "Working with different file formats in Photoshop Album" on page 42). If you choose the JPEG format, you'll be able to drag the Quality slider. The higher the quality setting, the larger the file size will be (see "Working with photo resolution" on page 125).

5 Click the OK button.

6 If you're using a scanner with a TWAIN driver, Photoshop Album launches the driver that came with your scanner. Follow the instructions that came with the driver software to scan your photo. Typically, you can also select an area to scan, or correct any color issues that you may see.

Note: *If you're using Windows XP, then Photoshop Album launches the Windows XP scanning interface. Instructions can be found in Windows XP online help.*

7 After the photo is scanned, Photoshop Album brings it in. You'll see a preview of the scan in the Getting Photos dialog box.

After you get scanned images, you may want to change the date assigned to the photos (Photoshop Album assigns the import date to the photos, not the date they were taken). For directions, see "Changing the date of a photo" on page 45.

Setting scanner preferences

Setting up your scanner is easy. The options provided by Photoshop Album help you work efficiently to get your scanned photos.

To set scanner preferences:

1 If the Scanner Preferences dialog box isn't displayed on your screen, choose Edit > Preferences to open the Preferences dialog box, and then choose Scanner from the Preferences list on the left side of the dialog box.

2 Choose the name of your scanner from the Scanner pop-up menu.

Note: *Each time you connect with a different scanner, you'll need to select that device from the list. The connected scanner is indicated to help you identify it.*

3 Choose a file format from the Save As pop-up menu. JPEG is the default format, and is the best choice for most users. For information on different file formats, see "Working with different file formats in Photoshop Album" on page 42.

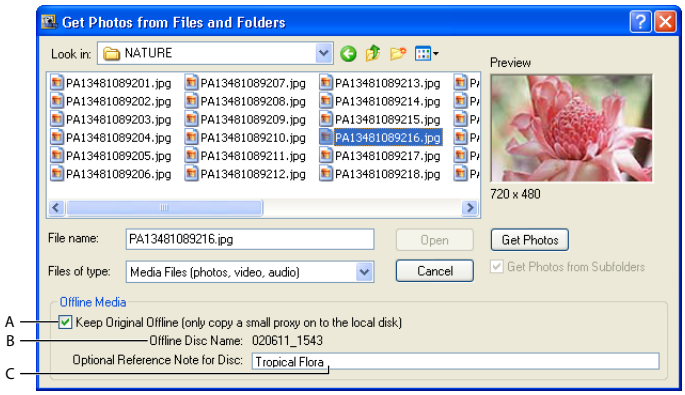
4 In the Files section of the Preferences dialog box, the folder where imported photos are stored is listed. If you want to change the folder where imported files are stored, choose a new location in General Preferences. That way, the location will remain consistent.

5 Click OK to close the Preferences dialog box.

Getting photos from CDs and DVDs

When you get photos from CDs and DVDs, you can choose whether or not to bring the photos onto the hard disk drive of your computer, or leave them on the CD or DVD, known as keeping them *offline*. A low-resolution copy, or *proxy file*, of a master photo kept offline is shown in your catalog so you can continue to view the photo in Photoshop Album. When you perform an operation that requires the original photo, you will be asked to insert the disc on which the offline photo is stored. You can then decide to use the proxy file, bring in the master photo, or cancel the procedure.

When you choose to keep a master photo offline, Photoshop Album asks you to give the CD or DVD a *reference name*. The reference name you choose should be meaningful to you. It's smart to write the reference name you've chosen on the CD or DVD or on the disc's jewel case. When Photoshop Album requests the master disk, it will provide the reference name so you can insert the correct CD or DVD.



Getting photos from a CD or DVD
A. Choose to keep the master photo offline **B.** Name of the CD that your computer recognizes
C. Add a reference name for the CD or DVD that is meaningful for you in the text box

Get photos from a CD-ROM or DVD:

1 Choose File > Get Photos > From Files and Folders.

2 Navigate to your CD-ROM or DVD drive.

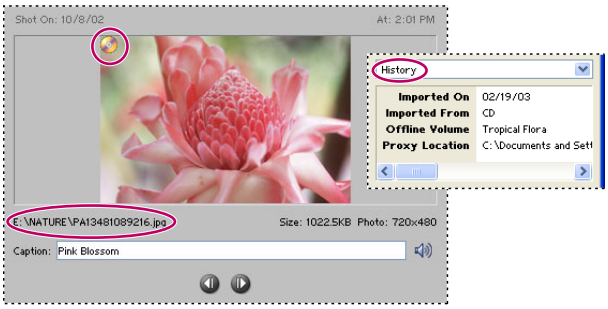
3 Select the photos you want to import from the CD-ROM or DVD.

4 Select Keep Original Offline to add just a copy of the photo to your Photoshop Album catalog. If this option is selected, the copy (or proxy file) will be downloaded on your computer, and Photoshop Album will reference it from that location. To download the master photo, leave this option deselected.

5 If you're keeping a master photo offline, type in a Reference name for the CD or DVD that will make it easy for you to identify the disc in case Photoshop Album requests it at a later time.

6 Click Get Photos. Your photos are brought in to Photoshop Album.

Note: *An offline photo has the CD icon in its thumbnail. Its file location references the drive from which the CD was inserted.*



Example of a copy of a photo whose master is kept offline. References to the offline volume and proxy can be viewed in the History section at the bottom of the Properties pane.

Setting preferences for offline photos

When you move photos offline, a lower-resolution copy, or proxy file, is made on your computer and stored in Photoshop Album, so you can continue to view the photo in Album even though you have moved the master offline. In offline media preferences, you can set the image size of proxy files.

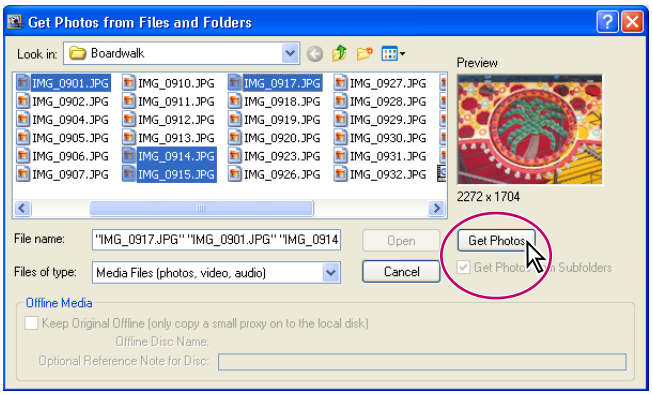
To set offline media preferences:

1 Choose Edit > Preferences, and then click General.

2 Under Offline Media, choose the pixel dimensions for the proxy you would like to store for each offline photo. A 640 x 480 size is good for most users. Use a smaller size if you want to conserve space on your computer, or a larger size for better display quality. For information on pixel dimensions, see "Working with photo resolution" on page 125.

Getting photos from your computer

When you import photos from your computer's hard drive, Photoshop Album creates a link to the location of the photos. The original photo files remain in their locations on your computer. Because of this, it's important that you don't move the photo files after importing them. If you move a file, Photoshop Album will not be able to find the photo until you reconnect it from its new location (see "Reconnecting to missing files" on page 98).



Getting photos from your computer

If you're importing a Photoshop Album-made PDF creation, the media used in the creation will be imported, but not the creation itself.

To get photos from your computer:

1 Do one of the following:

- Click the Get Photos button in the shortcuts bar and then choose From Files and Folders from the pop-up menu.
- Choose File > Get Photos > From Files and Folders.

2 Navigate to the folder that contains the photos you want to get using the Look In list.

3 Do one of the following:

- To get a single photo, select it and then click Get Photos.
- To get multiple photos, select the first file you want to import, hold down Shift, and select the last file you want to import (all the files in between are selected). Alternately, hold down the Ctrl key and select additional files (only the files you click are selected). When you're done selecting photos, click Get Photos.
- To get all the photos in a folder, navigate to the location of the folder and select it. Then click Get Photos.
- If you want to get photos stored in multiple subfolders, navigate to the location of the main folder and select it. Select Get Photos from Subfolders, and then click Get Photos.

When Photoshop Album is finished importing the photos, they appear in the photo well (see "The photo well" on page 17).

Dragging photos into the photo well

You can add photos to your catalog by dragging them into the photo well. When you drag and drop the photo, Photoshop Album creates a new file with the image data dropped in the photo well. Note that you can bring in more than one copy of a photo.

Note: *Not all image-editing software will allow you to drag photos into Photoshop Album.*

To get photos from other applications:

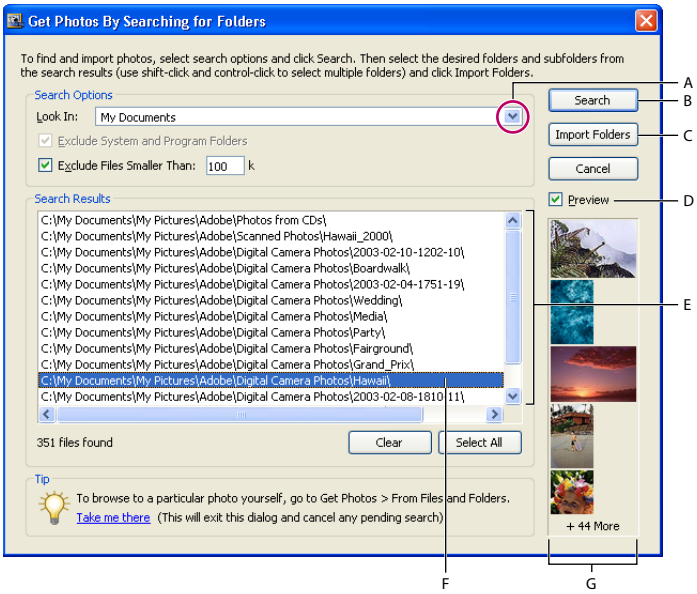
1 Make sure that Photoshop Album is open.

2 In your image-editing application, select the photo you want and then drag it into the photo well.

3 The Getting Photos dialog box appears, with a preview of the photo you just brought into Photoshop Album. The photo appears by itself in the photo well.

Searching for files on your computer

Often photos are scattered about in many different locations on your computer. Photoshop Album makes it easy to import photos by searching for all the photos and video clips on your computer and then letting you choose which you want to import. Removable media (CDs, DVDs) and network drivers (if your computer is attached to a network) are not searched.


Get Photos By Searching for Folders
To find and import photos, select search options and click Search. Then select the desired folders and subfolders from the search results (use shift-click and control-click to select multiple folders) and click Import Folders.
Search Options
Look In: My Documents
Exclude System and Program Folders
Exclude Files Smaller Than: 100 k
Search Results
C:\My Documents\My Pictures\Adobe\Photos from CDs\
C:\My Documents\My Pictures\Adobe\Scanned Photos\Hawaii_2000\
C:\My Documents\My Pictures\Adobe\Digital Camera Photos\2003-02-10-1202-10\
C:\My Documents\My Pictures\Adobe\Digital Camera Photos\Boardwalk\
C:\My Documents\My Pictures\Adobe\Digital Camera Photos\2003-02-04-1751-19\
C:\My Documents\My Pictures\Adobe\Digital Camera Photos\Wedding\
C:\My Documents\My Pictures\Adobe\Digital Camera Photos\Media\
C:\My Documents\My Pictures\Adobe\Digital Camera Photos\Party\
C:\My Documents\My Pictures\Adobe\Digital Camera Photos\Fairground\
C:\My Documents\My Pictures\Adobe\Digital Camera Photos\Grand_Prix\
C:\My Documents\My Pictures\Adobe\Digital Camera Photos\Hawaii\
C:\My Documents\My Pictures\Adobe\Digital Camera Photos\2003-02-08-1810 11\
351 files found
Clear
Select All
Tip
To browse to a particular photo yourself, go to Get Photos > From Files and Folders.
Take me there (This will exit this dialog and cancel any pending search)
Search
Import Folders
Cancel
Preview
+ 44 More
A
B
C
D
E
F
G

Searching for photos on your computer
A. Choose a location to search **B.** Search button **C.** Import selected folder from the Search Results window **D.** Click Preview check box to view photo thumbnails **E.** Search Results window **F.** Selected folder for importing **G.** Thumbnail of photo(s) in selected folder

To search for files:

1 Choose File > Get Photos > By Searching.

2 Select a search option from the Look In drop-down menu:

- All Hard Disks to find all of the photos on your computer (deselect this option if you want to target your search more closely). All installed hard disk drives on your PC will be searched, so the search may take a while.
- C Drive to search the main hard disk drive in your computer.
- My Documents to search for all photos in that folder and its subfolders.
- Browse to look for a specific folder.

3 Click Search. The search may take a while. Click Cancel if you want to stop the search.

4 When the search is complete, the lower area of the dialog box lists all the folders that were found to contain photos and video clips.

5 Click a folder to select it. To select more than one folder, press the Ctrl key and click on another folder name. You can preview the items in a folder by clicking the folder name in the list.

6 When you're done selecting or deselecting folders in the list, click the Import Folders button.

When Photoshop Album is finished importing the photos, they appear in the photo well (see "The photo well" on page 17).

Getting photos from Adobe PhotoDeluxe albums

If you use Adobe PhotoDeluxe®, Photoshop Album will scan your hard disk drive for any catalogs you created in PhotoDeluxe.

To find PhotoDeluxe albums:

1 Choose File > Get Photos > PhotoDeluxe Album.

2 In the Finding PhotoDeluxe Albums dialog box, enter your search criteria:

- Select Search PhotoDeluxe User Folders to search for catalogs just in the folders associated with PhotoDeluxe.
- Select Browse to choose one folder to search.

3 Click Start.

When the search is complete, the lower area of the dialog box lists all the folders that were found to contain PhotoDeluxe albums. You can preview the items in a folder by clicking the folder name in the list.

4 Click an album name to select or deselect it for import.

5 When you're done selecting or deselecting albums in the list, click Import Album.

When Photoshop Album is finished importing the catalogs, the photos appear in the photo well (see "The photo well" on page 17).

Getting photos from Adobe ActiveShare albums

If you have Adobe ActiveShare™ installed on your computer, Photoshop Album will scan your hard disk drive for any albums you created using ActiveShare.

To find ActiveShare albums:

1 Choose File > Get Photos > ActiveShare Albums.

2 In the Finding ActiveShare Albums dialog box, enter your search criteria (see "Getting photos from Adobe PhotoDeluxe catalogs" on page 41 for more information on the search options available).

3 Click Search. When the search is complete, the lower area of the dialog box lists all the folders that were found to contain ActiveShare albums. You can preview the items in a folder by clicking on the folder name in the list.

4 Click an album name to select or deselect the album for import.

5 When you're done selecting or deselecting albums in the list, click Import Album.

When Photoshop Album is finished importing the albums, the photos appear in the photo well (see "The photo well" on page 17).

Setting general preferences

General preferences help you customize Adobe Photoshop Album to make your work easier.

To set general preferences:

1 Under Display Options, you can set the following options:

- Show Closely Matching Sets for Searches (see "Matching, closely matching, and not matching photos" on page 75 for directions).
- Deselect the Show Quick Guide at Startup option if you want to hide the Quick Guide. If you deselect this option, you'll need to click the Quick Guide button in the shortcuts bar.
- Make sure that Scale Up Single Photo to Fit Window option is selected to maximize the size of the photos that appear in the photo well.

2 In the File Options section of the dialog box, you can choose locations for saving your catalogs and saved files. Click the Browse button to choose a new file location.

3 Under Offline Media, choose a proxy file size (see "Setting preferences for offline photos" on page 38 for directions).

Working with different file formats in Photoshop Album

You are able to work with several photo, video, and audio formats in Photoshop Album. A list of allowable image, sound, and video formats is below.

When you're exporting your photos, the file format you choose depends on the content of your image and how you plan to use it. For example, if you're saving an image for use on the Web, you should choose JPEG or PNG. If you want to work with a photo in Photoshop Elements, you should export the photo using PSD.

Photo file formats

Photoshop Album can work with the following image file formats:

JPEG Commonly used by digital cameras, JPEG is one of the standard formats for displaying images over the World Wide Web and other online services. JPEG is a good choice for e-mailing photos. You can choose the level of compression you want when you save a photo as a JPEG file. JPEG uses "lossy" compression techniques, in which files are made smaller by removing image data, so high levels of compression degrade image quality and produce a smaller file. Photoshop Album can export JPEG files (see "Exporting photos" on page 131).

TIFF Virtually all desktop scanners can produce TIFF images. Photoshop Album can work only with RGB TIFF images, not CMYK TIFF images. Photoshop Album can export TIFF files (see "Exporting photos" on page 131).

BMP A standard Windows image format; Photoshop Album does not export BMP files.

PNG Used for display of images on the World Wide Web, though some Web browsers do not support PNG images. Photoshop Album can export PNG files (see "Exporting photos" on page 131).

GIF The file format commonly used to display graphics and images in Web pages. GIF is a compressed format designed to minimize file size and electronic transfer time, but it is not good for supporting the range of colors typically found in photos. Photoshop Album doesn't support animated GIFs, nor does it export GIF files.

PSD The native format of Adobe Photoshop and Adobe Photoshop Elements files. These files are larger than some of the other supported file types. Photoshop Album can export PSD files (see "Exporting photos" on page 131).

PDF The native format of Adobe Acrobat files. You can export creations as PDFs (see "Sharing your photos with Photoshop Album creations" on page 101, and you can also make PDF email attachments (see "Sharing photos using e-mail" on page 127).

PDD PhotoDeluxe catalogs are saved as PDD files. Photoshop Album can import the photos but cannot export in the PDD format.

Audio file formats

Photoshop Album supports the following sound file formats:

.mp3 A common audio file format that works well for compressing audio files while still keeping the quality of the sound when they are played.

.wav A standard audio file format known for good-quality audio.

Video file formats

When you import video clips, they are shown in the photo well as a thumbnail of the first frame. Photoshop Album supports the following video file formats:

Motion JPEG Commonly saved as .avi files.

MPEG-1/.mpg MPEG-1 movies are optimized for CD-ROM viewing. MPEG movies are saved in the .mpg format.

.mov QuickTime™ movies are saved in the .mov format.

.avi Audio/Video Interleaved format is used for Windows-based movies.

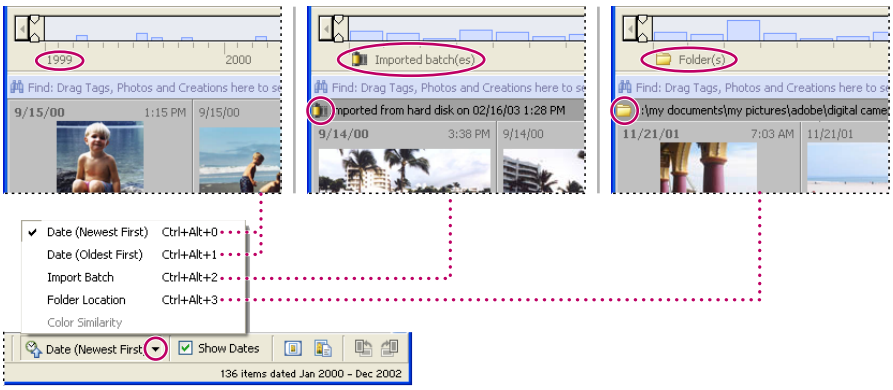
Organizing Photos

Making sense of your photo collection

Photoshop Album lets you organize, preview, and find your photos and video files. It does this by giving you access to powerful tools: the timeline and tags. Photos brought into Photoshop Album are automatically organized by date in the photo well. The timeline is especially powerful because Photoshop Album does all the organizing for you. Tags enhance your organization by adding information to identify your photos. Their ease of use eliminates the tedium of assigning relevant filenames to your photos and video—it's simply not necessary to use filenames to identify your photos in Photoshop Album. You can also add captions and notes, just as you would in a traditional photo album.

Organizing photos in the photo well

Photoshop Album automatically organizes your photos in the photo well by their creation date, the batch they were imported in, or folder location. Different views of the photo well and timeline—by date, import batch, or folder location—simultaneously appear when you choose a view from the Sort menu in the options bar. For more information about the photo well, see "The photo well" on page 17.



Choosing from the Sort menu displays different views simultaneously in the timeline and photo well

You can find photos in the photo well even if you don't add a caption, annotate, or attach a tag to them. Using the timeline, you can show a date range of photos in the photo well. For example, when you have the photo well in date arrangement, selecting a date or range of time in the timeline causes the photo well to display the photos that were captured (or scanned) within that date or range.

Clicking a month in the timeline scrolls the view in the photo well to start at that month. The timeline also shows how items are distributed across time; the height of each bar is proportional to the number of images in each month. For more information about using the timeline, see "Viewing and finding photos by date" on page 69, "Using the timeline" on page 70, and "The timeline" on page 17.

Changing the date of a photo

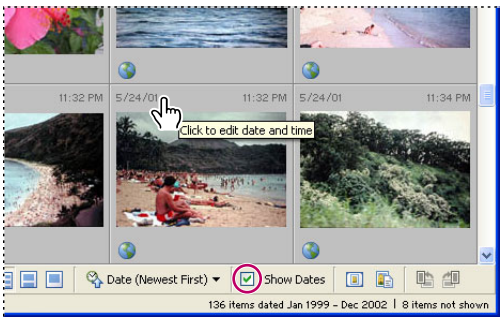
Digital cameras automatically embed the date and time when you take a photo. This feature works well *if* the camera's clock is set correctly. But, if the camera's clock isn't set correctly or if the photo is taken in a different time zone from the camera's clock setting, the date and time embedded in the photo would be wrong. Photoshop Album has easy-to-use tools to fix the incorrect date and time.

Also, when you scan a photo, the photo has the file date stamp from the operating system. This file date is changed anytime the photo is edited. As a result, the file of a photo taken years ago would have a current date. For example, a photo taken in 1925 and scanned in 2010 will have 2010 as its date. Again, Photoshop Album lets you easily adjust the date to reflect the accurate origin of the photo.

To adjust the date and time of a photo or group of photos:

1 Select one or more photos in the photo well. Shift-click to select a series of photos. Ctrl-click to select nonadjacent photos. Then, do one of the following to open the Adjust Date and Time window:

- Click the date or time in a thumbnail. The pointer turns into a pointing finger. Make sure that the Show Dates option is selected in the options bar. This method works for all views in the photo well.



The pointer becomes a pointing finger when placed over the date or time of a photo; click to adjust the date and time.

- Right-click a thumbnail and choose Adjust Date and Time from the context menu.
- Choose Edit > Adjust Date and Time from the menu bar.
- If only one photo is selected, click the Adjust Date and Time button in the Properties pane. For more information about the Properties pane, see "Information in the Properties pane" on page 18.

2 In the Adjust Date and Time dialog box, do one of the following:

- To manually change date and time, select Change to a Specified Date and Time and then click OK. In the Set Date and Time dialog box, type or choose a year in the Year text

box. Choose a month and day, or choose the question marks from the menu if unknown. Under Time, type a time in the text box, or select the Unknown option.

- To change the time to the Modified Date of the file, select Change to Match File Date and Time, and then click OK.
- To adjust the time ahead or back by a certain number of hours, select Shift by Set Number of Hours (Time Zone Adjust), and then click OK. In the Time Zone Adjust dialog box, select either Ahead or Back, and then either type or click the up or down arrows to specify the number of hours you wish to adjust. Then click OK.

Once you click OK, Photoshop Album adjusts the timeline to accommodate the updated photo and writes the new date and time to the photo's file on disk.

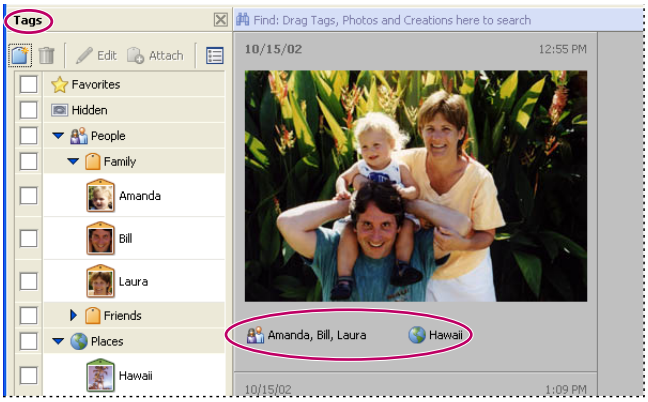
Note: *In the Adjust Date and Time dialog box, you can also select the Change to Match File Date and Time option.*

Using tags to organize your photos

Photoshop Album automatically organizes your photos in the photo well. However, you can enhance your photo organization by attaching keyword tags to them. Tags are a powerful tool for finding and identifying photos so you don't have to remember each photo's filename, date, or folder. Using tags also liberates you from having to file your photos in folders by subject, and renaming your photos, video clips, and audio clips.

What are tags and how are they used?

Tags represent descriptive information that you attach to your photos, such as keywords. Tags appear as icons. They don't change the photos they are attached to; they simply give you additional and more flexible ways of finding and organizing your photos. For more information on using tags to find photos, see "Finding files by media type" on page 74.



Tags in the Tags pane and attached to a photo

Tags are organized in the Tags pane; by default, there are four categories available: People, Places, Events, and Other. While these standard categories work fine, you can easily add your own subcategories to customize the catalog for your needs. Under either a category or subcategory, you create your own custom tags to give yourself even more options for identifying and finding photos. For more information, see "Organizing tags in the Tags pane" on page 51 and "Creating subcategories of tags" on page 53.

For example, you may have family photos located in many different folders on your computer. With Photoshop Album, you can create a Parents tag and attach it to each photo featuring your parents, and then instantly find any photo with that Parents tag, regardless of where the photo is stored on your system. For more information, see "Attaching and removing tags to photos" on page 48.

Moreover, you can attach more than one tag to a photo. For instance, photos of a family reunion party could be tagged with a Family tag, a tag of the event (for example, Reunions), and even a tag for the location of the party (for example, Hawaii). The use of multiple tags gives you even more flexibility in finding and identifying photos.

To show or hide the Tags pane:

Do one of the following:

- Click the Organize button in the shortcuts bar.
- Choose View > Tags from the menu bar.

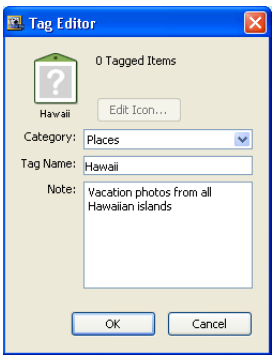
Using tags to find photos

In the Tags pane, double-click a tag that reflect your search criteria; the search will find all photos that have that tag attached. Double-clicking a category tag displays all photos with that category tag plus any subcategory tag and custom tag listed within that category. Double-clicking a subcategory tag in the Tags pane displays all the photos with that subcategory tag plus any custom tag listed within that subcategory.

In the Tags pane, you can also click the check box next to a tag and display all the photos with that tag. Click the check boxes next to the tags that reflect your search criteria; the search will find all photos that have any or all of those tags attached. For more information, see "Finding files by media type" on page 74.

Creating your own tags

One of the keys to organizing your photos is creating useful and descriptive tags. For instance, you might make a tag called "Hawaii" under the Places category to represent your Hawaii vacation photos. You create tags using the Tag Editor. In addition to creating tags within a category, tags can be created in a subcategory. For more information, see "Creating subcategories of tags" on page 53.



The Tag Editor lets you create and modify tags.

To create your own tag:

1 Do one of the following to display the Tag Editor:

- Click the Create New Tag button in the Tags pane.
- Right-click a category tag or subcategory tag and choose Create New Tag ...from the context menu.
- Choose Tag > New Tag.

2 In the Tag Editor, use the Category menu to choose which category or subcategory you want to list the tag under.

3 In the Tag Name text box, type the name you want to give the tag.

4 In the Notes text box, type any information you want to add about the tag. (For example, you could write that the tag represents vacation photos taken in Hawaii.)

5 Click OK.

The tag appears in the Tags pane under the category or subcategory you selected.

Notice that the tag has no icon. The first time you attach the tag to a photo, it will use that photo as its icon. You can also change the icon to a different photo, as described in "Modifying and deleting tags" on page 50.

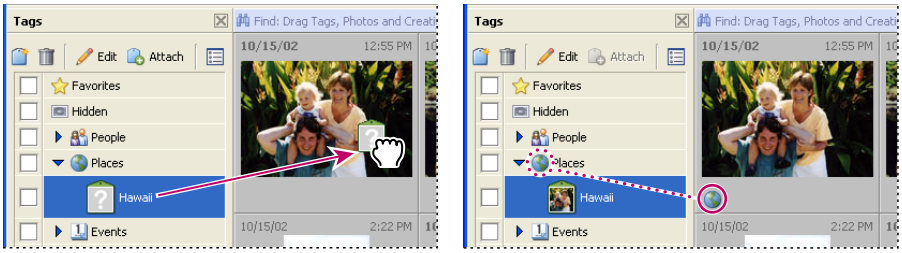
Attaching and removing tags to photos

Attaching tags is as simple as dragging them onto any photo or photos in the photo well.

To attach a tag to a single photo:

Drag the tag from the Tags pane onto the photo in the photo well.

The tag is now attached. If this is the first time you have attached the tag to a photo, the photo becomes the icon for that tag. To change the icon to another photo, see "Modifying and deleting tags" on page 50.



Dragging a tag from the Tags pane to a photo; after dragging, the tag is attached to the photo.

To attach one or more tags to one or more photos:

1 In the photo well, select one or more photos to which you want to attach any number of tags. (Click to select a single photo, Shift-click to select multiple photos in a series, or Ctrl-click to select nonadjacent photos.)

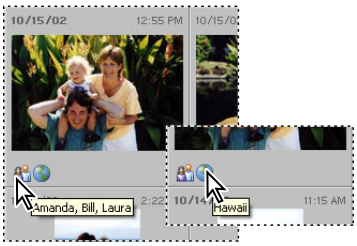
The selected photos are outlined in yellow.

2 Do one of the following:

- Drag the tag from the Tags pane onto any of the selected photos.
- Click to select a single tag, Shift-click to select multiple tags in a series, or Ctrl-click to select multiple tags. Then drag the tags onto any of the selected photos.
- Click the Attach Selected Tag(s) to Selected Photo(s) button located at the top of the Tags pane.
- Choose Tag > Attach Tag, followed by the tag you want to attach.

The tags are attached to all of the selected photos. If this is the first time you have attached the tag to a photo, the photo becomes the icon for that tag. To change the icon for that tag, see "Modifying and deleting tags" on page 50.

To see which tags are attached to a photo, hold your pointer over each tag icon attached to the photo in the photo well.



In Medium Thumbnail view, hovering the pointer over a category icon lists the tags attached to a photo.

To remove a tag from a photo:

Depending on the view in the photo well, do one of the following:

- In single photo view, right-click a tag and choose remove from the context menu.
- In medium and large thumbnail view, right-click tag categories and choose from a list of remove tag options.

Note: *The remove tag option is not available in the small thumbnail view.*

To remove tags from multiple photos:

1 In the photo well, select the photos from which you want to remove a tag. Shift-click to select multiple photos in a series. Ctrl-click to select nonadjacent photos.

2 Do one of the following:

- Right-click a selected photo and from the context menu choose Remove Tag from Selected Items, followed by the name of the tag you want to remove.
- In the menu bar, choose Tag > Remove Tag from Selected Items, followed by the name of the tag you want to remove.

Modifying and deleting tags

After you've made a tag, you may want to change its category, its name, or the note you attached to it. Perhaps you find a better photo to use for the tag icon. Or you may not need a tag any more and want to delete it. You can edit any tag except the Favorites and Hidden tags.

To change a tag's category, name, or note:

1 Select the tag in the Tags pane and do one of the following to open the Tag Editor:

- Click the Edit button.
- Right-click the selected tag and choose Edit *tag name* Tag from the context menu.
- Choose Tag > Edit Selected Tag from the menu bar.

2 To change the category, choose a category or subcategory from the Category menu in the Tag Editor. If you choose New Sub-Category, the Create New Sub-Category dialog box opens. For more information on subcategories, see "Creating subcategories of tags" on page 53.

3 To change the tag's name, type a new name in the Tag Name text box.

4 To change the tag's note, edit or add text in the Notes text box.

5 Click OK.

To change a tag's icon:

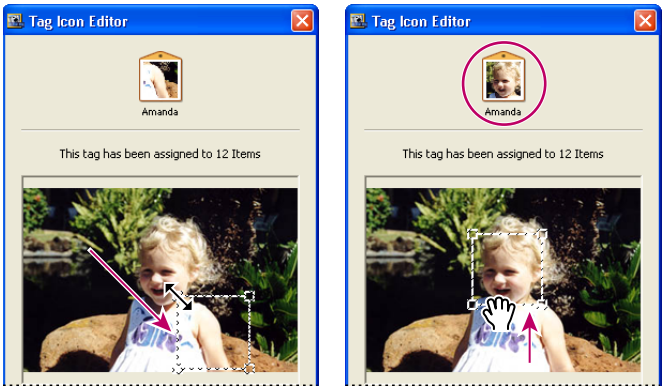
1 Select the tag in the Tags pane and do one of the following to open the Tag Editor:

- Click the Edit button.
- Right-click the selected tag and choose Edit *tag name* Tag from the context menu.

2 In the Tag Editor, click the Edit Icon button.

3 To use a different photo for the icon, click Find to display all the photos that use that tag. Select a photo and click OK or use the arrows next to the Find button to page through and select the photo you want to use.

4 To change the portion of the photo included in the icon, resize and move the cropping marquee (the dotted outline). To resize, move the pointer to a corner of the marquee; when the pointer changes to a double-headed arrow, drag the corner. To move the marquee, place the pointer inside it; when the pointer changes to a hand, drag the marquee.


Tag Icon Editor
Amanda
This tag has been assigned to 12 Items
Tag Icon Editor
Amanda
This tag has been assigned to 12 Items

Resizing the cropping marquee (left); moving the cropping marquee (right)

5 Click OK, and then click OK in the Tag Editor.

To delete a tag:

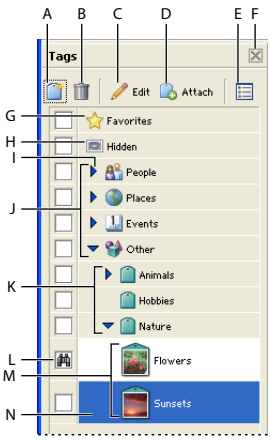
1 Select the tag in the Tags pane. To select more than one tag, Shift-click to select multiple tags in a series or Ctrl-click to select multiple nonadjacent tags.

2 Click the Delete Selected Tag icon in the Tags pane.

Note: *Do not press Delete on your keyboard. Photoshop Album will attempt to delete any selected photos, rather than the tag.*

Organizing tags in the Tags pane

Tags are viewed and managed in the Tags pane. All the tags and subcategories you create are displayed along with the ones provided by Photoshop Album. You can create tags under any category or subcategory you want. A little advance planning will help you create a set of tags that will work for you in the long run.



The Tags pane
A. Create New Tag button **B.** Delete Selected Tag(s) button **C.** Edit Selected Tag button **D.** Attach Selected Tag(s) To Selected Item(s) button **E.** Tag Viewing Options button **F.** Close button **G.** Favorites tag **H.** Hidden tag **I.** Clickable display triangle for displaying lower-level tags **J.** Category **K.** Subcategory **L.** Find check box **M.** User-created tag **N.** Selected tag

Don't worry about getting the organization right the first time you create tags. You can always come back later and edit them. For instance, it's easy to edit a tag to reassign it from one category to another. And of course, those reassigned tags will still be attached to the photos, unless you decide to remove or delete them.

For information on attaching, removing, and deleting tags, see "Attaching and removing tags to photos" on page 48.

Working with the tag categories

At the top level in the Tags pane are the four categories: People, Places, Events, and Other. These four top-level categories are permanent in Photoshop Album; you cannot edit, create, remove, or add to them. You can create tags or subcategories under any of these four categories, depending on how you want to organize your tags.

Important: *You cannot create a category. Use the Other category when creating a subcategory or tag that doesn't fit under People, Places, or Events.*

Although you can attach a category or subcategory to photos as a tag, they are intended primarily as containers for other tags. It's best to use categories and subcategories as headings for groups of tags. They are primarily useful when performing searches, because selecting a category or subcategory finds photos with any tag listed under that category or subcategory.

Here are some basic suggestions for using these categories:

People The People category is for tags you might want to create and attach to photos of different people. By default, your Photoshop Album catalog comes with "Family" and "Friends" subcategories under the People category. These two subcategories can always be edited or deleted.

Using the People category, you might create tags under the Family subcategory named "Amanda" and "Bill." You could then attach these tags to photos with those people in them. If you had a photo with Amanda and Bill in it, you could attach both of those tags to the photo. Later, you could use the tags to look for photos showing either or both of these people.

Places Use the Places category for tags that identify where a photo was taken. You might create tags under Places for specific locations, such as Hawaii or San Francisco; general places, such as beaches and museums; or even for personalized locations, such as your uncle's farm.

Events You can use the tags under the Events category in many ways. For example, under Events you could create tags for weekend getaways, family gatherings, or birthdays. You can also create Events subcategories like holidays, parties, and vacations. Keep in mind that you don't need separate tags for each year an event takes place, since you can use the timeline to select a particular year along with that tag.

Other This general category can be used for tags that don't fit in the other categories. For instance, you might put all your miscellaneous tags into this category, or you might create subcategories, such as Animals, Hobbies, or Nature, and create tags under them.

Using the Favorites tag and the Hidden tag

In addition to the categories, subcategories, and default tags, two special tags are displayed at the top of the Tags pane:

Favorites This tag is very useful for easily finding your favorite photos, video clips, audio clips, or creations. Make sure that the Favorites tag is attached to a photo, and it will have preference in searches with the Favorites tag as a search criteria. For example, you might make a tag called "Michael" and attach it to all the photos that show your friend Michael. Next, you can identify your favorite Michael photos by adding a second tag, the Favorites tag, to them. Now, when you want to find your favorite Michael photos, simply select both the Michael tag and the Favorites tag as your search criteria.

For more information on how to use the Favorites tag in a search, see "Finding photos with the Favorites tag or the Hidden tag" on page 77.

Hidden This is a special tag that's useful with photos, video clips, audio clips, or creations that you generally don't want to view or sort through, but that you don't want to delete. Photos with the Hidden tag attached are displayed only if you include this tag in the search criteria. For instance, suppose you have numerous photos of a friend and have created a "Friend" tag for these. Perhaps some of the photos aren't great—maybe they're out of focus. Yet you're not ready to delete them. Instead of attaching only the Friend tag to the flawed photos, you can also attach the Hidden tag. Now, these photos won't show up when you do a search for photos with the Friend tag. But, if you later want to find one of those out-of-focus photos, just search on Hidden along with Friend.

Keep in mind that you will still see the photo in the photo well (after attaching the Hidden tag to it) until you refresh the photo well by clicking the Show All button, choosing View > Refresh from the menu bar, or selecting a different view of the photo well from the options bar.

All photos with the Hidden tag attached are normally hidden whenever you search for photos or when you click the Show All button. If you want to display hidden photos of a specific subject, select both the Hidden tag and the tag for the desired category or subcategory as your search criteria.

For more information on how to use the Hidden tag in a search, see "Finding photos with the Favorites tag or the Hidden tag" on page 77.

Creating subcategories of tags

To help organize your tags, you might create subcategories beneath the four main Photoshop Album categories. The Create New Sub-category command lets you create a new subcategory beneath the category you choose.

Note: *You can always edit or delete a subcategory, but its icon appears as a plain tag and you cannot add a photo to it.*

To create a new subcategory:

1 Do one of the following:

- In the Tags pane, right-click a category and choose Create New Sub-Category from the context menu.
- Choose Tag > New Sub-Category from the menu bar.

The Create New Sub-Category dialog box appears.

2 In the Sub-category Name text box, type the name you want to give the subcategory.

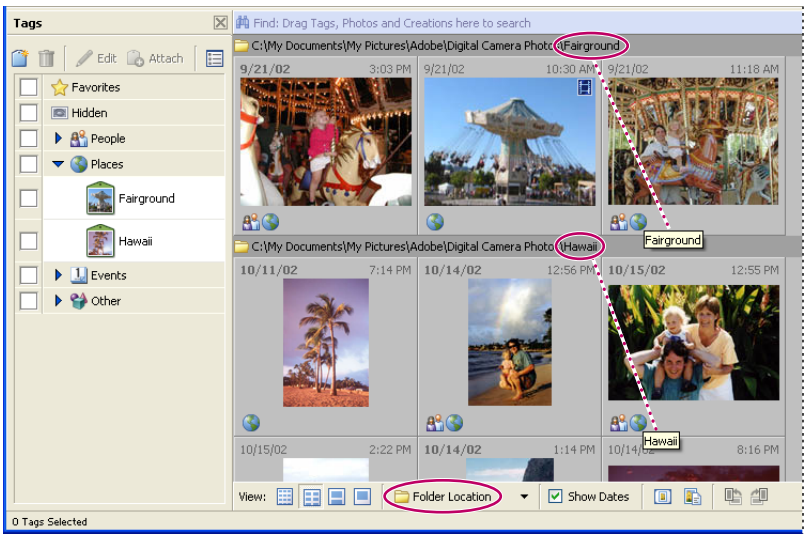
Note: *You can use the Category menu to choose which category you want to list the subcategory under.*

3 Click OK.

The subcategory now appears in the Tags pane under the category you chose.

Creating tags and subcategories based on folder organization

If your photos are already organized in folders, you may want to make a set of subcategories and tags that reflects that organization. You can do this by using the Folder Location command to view photos by the folder they are located in, and then creating subcategories and creating and attaching tags that reflect the folders' organization.



In Folder Location view, the photo well shows the folder's pathname and the photos the folder contains. This makes it easy to attach tags that reflect your photos' folder organization.

To attach a tag to the photos from a particular folder:

1 Do one of the following:

- Choose View > Arrangement > Folder Location.
- Choose Folder Location from the menu in the options bar (located below the photo well).

The photos in the photo well are displayed according to which folder they are in, with the folder's full pathname listed above the photos it contains.

2 Scroll up or down until you see the folders and photos you want.

3 If you haven't done so already, create the subcategory or tag that you want to represent that folder's organization. (For information, see "Creating subcategories of tags" on page 53 and "Adding information about a photo" on page 56.)

4 Click the gray banner with the folder name to select all the photos in that folder.

5 Attach the tag of your choice to the selected photos.

For information on attaching tags, see "Attaching and removing tags to photos" on page 48.

Viewing tags in the Tags pane

You can change how tags look and how they are listed in the Tags pane by using the Tag Options dialog box. To help you use tags, a set of tag-related tips can be displayed at the bottom of the Tags pane.

To display the Tags pane:

Do one of the following:

- Click the Organize button on the shortcuts bar.

Clicking the Organize button shows and hides the Tags pane.

- Choose View > Tags from the menu bar.

To display a tag:

Do one or both of the following in the Tags pane:

- Use the scroll bar to scroll up and down the list of tags, as needed.
- Click the display triangle next to a category or subcategory to display the tags under it.

To expand or collapse the list of tags in the Tags pane:

Choose Tag > Expand All or Tag > Collapse All from the menu bar.

To change to a different view of the tags:

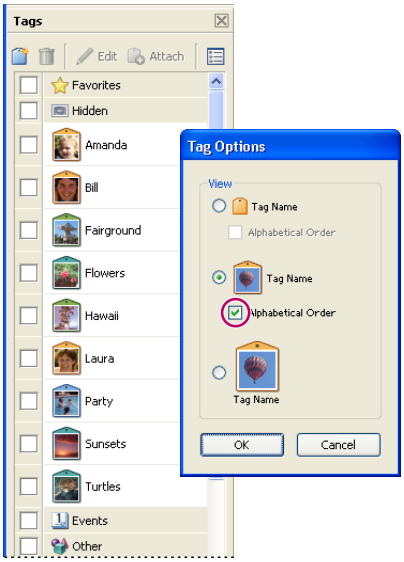
1 Click the Tag Viewing Options button in the Tags pane.

2 In the Tag Options dialog box, select the size you want the tags to appear:

- Select the small tag to list tags on separate lines under their categories or subcategories with no icons visible.
- Select the medium tag to lists tags on separate lines under their categories or subcategories with their icons visible. This view shows longer tag names than Large tags.
- Select the large tag to list tags side by side under their categories or subcategories. This view shows larger icons but shorter tag names than Medium tags.

3 If you selected small or medium tags, you can select the Alphabetical Order option to view your tags in alphabetical order regardless of their category or subcategory.

4 Click OK.



The Tags pane viewed with alphabetical order option selected; categories and subcategories move to the bottom of the tags list

To hide the tag-related tips:

Click the Close button ☒ at the top right of the Tips pane 💡.

To redisplay the tag-related tips:

Choose Help > Reset Tags Tips from the menu bar. This redisplays all tips.

Adding information about a photo

Adding captions and descriptive notes to photos in a traditional album helps identify an image and bring back memories of a captured moment. You can do the same in Photoshop Album by adding captions, notes, and even audio annotations to your photos. Captions and notes are very useful in identifying your photos as well as finding them. Captions can be used in creations, printed in contact sheets, and viewed in a Web Photo Gallery or Adobe Atmosphere 3D Gallery. For more information on using captions and notes to find photos, see "Finding photos by filename, caption, or annotation" on page 79.

Captions can be added at any time after you bring photos into Photoshop Album. However, if you plan to use captions in a Photoshop Album *creation* such as an album, slideshow, video CD, calendar, photo book, Web Photo Gallery, or Atmosphere 3D Gallery, you must add a caption before making your creation. Otherwise, no captions will appear with your photos. For more information about making creations, see "Sharing your photos with Photoshop Album creations" on page 101.

You can also search your catalog for captions and notes. For more information, see "Finding photos by filename, caption, or annotation" on page 79.

Adding captions to photos

Adding a caption to a photo is like giving it a descriptive title. You can add or view a caption in either the Single Photo view of the photo well or in the Properties pane. For more information on the Single Photo view, see "Choosing a viewing size" on page 67; for more information on the Properties pane, see "Information in the Properties pane" on page 18.

To add captions to photos:

Do one of the following:

- Double-click a thumbnail to open the photo as a Single Photo in the photo well. Type in the Caption text box.
- Select a thumbnail in the photo well. Make sure that the Properties pane is open. If necessary, right-click and choose Properties from the context menu or click the Show or Hide Properties button in the options bar. Type in the Caption text box.

Note: *Captions can be up to 63 characters in length.*

Clearing captions from photos

It's easy to clear captions from one or more photos. If you're clearing the caption from a photo that's selected in the photo well while the Properties pane is open, delete the text from the Caption text box. There's also a Clear Caption command that can clear captions from one or more photos.

To clear captions from photos:

1. Select one or more photos in the photo well.
2. Do one of the following:

- Choose Edit > Clear Caption from the menu bar to remove the caption from a single photo.
- Choose Edit > Clear Captions of Selected Items from the menu bar to remove captions from multiple photos.

Adding notes to photos

Descriptive notes are an excellent way of identifying a photo and recording information you don't want to lose about your photos. The Notes text box in the Properties pane lets you enter and view information such as personal reminiscences or anecdotes about a photo. Keep in mind that notes can be viewed only on-screen in Photoshop Album.

Note: *Notes can be up to 1,023 characters in length.*

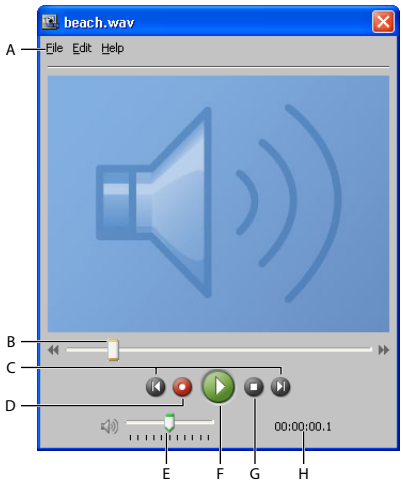
To add notes to photos:

Select a thumbnail in the photo well. Make sure that the Properties pane is open. (If necessary, right-click and choose Properties from the context menu or click the Show or Hide Properties button.) Type in the Notes text box.

Adding audio captions to photos

In addition to adding captions and notes to describe and identify your photos, you can add an audio clip or record an audio caption.

Note: *Your computer must have a microphone to record an audio caption.*



Audio window
A. Menu **B.** Drag the slider to a position to play a specific section of audio **C.** Rewind and Fast forward buttons **D.** Record button **E.** Volume control **F.** Play button **G.** Stop button **H.** Length of audio

To add an audio caption:

1 Select the photo in the photo well.

2 Do one of the following:

- Make sure that the Properties pane is open. If necessary, right-click and choose Properties from the context menu or click the Show or Hide Properties button. Click the Record Audio Caption button in the Properties pane.
- Click the Record Audio Caption button.
- If you have an existing audio clip that you want to attach to your photo, choose File > Browse from the audio window menu.

3 Click the Record button in the audio window and begin speaking.

4 Click the Record button again when you've finished your audio caption. You can listen to your audio caption by clicking the Play button. If you're not satisfied with the recording, click the Record button again to rerecord your audio caption.

5 Close the audio window to automatically save the new audio caption and attach it to your photo.

Viewing information about a photo

Just as you can read captions and notes written under a photo in a traditional photo album, Photoshop Album lets you view captions and notes associated with photos. In addition, you can listen to audio captions, view file information, and see everything you've done with the file, including the dates you imported and exported it and the creations it's used in. For more information about listening to audio captions, see "Playing audio attached to photos" on page 59.

To view information about a photo in the photo well:

Double-click the thumbnail to display the photo as a Single Photo in the photo well. Make sure that the Show Dates option is selected in the options bar. This procedure lets you view the caption, location of the photo on your computer, size of the photo, tags, and date and time information, and listen to an audio caption or sound annotation.

Note: *In the Small, Medium, and Large thumbnail views of the photo well, you can view the date and time information about a photo. In the Medium and Large thumbnail views, you can also view tags.*

To view information about a photo in the Properties pane:

1 Select a photo in the photo well.

2 If necessary, right-click and choose Properties from the context menu or click the Show or Hide Properties button to open the Properties pane.

3 Do one of the following:

- To view all EXIF (Exchangeable Image File) information, click the View Complete Metadata button.
- To view camera information, choose Brief Metadata from the pop-up menu in the lower section of the Properties pane.
- To view the date a photo was imported and/or modified, choose History from the pop-up menu in the lower section of the Properties pane. The History information also includes a listing of any creation that uses the photo and a variety of other details, such as when it was shared or printed (the information shows up only if such activity has occurred for that photo).
- To view the tags attached to the photo, choose Tags from the pop-up menu in the lower section of the Properties pane.

To show or hide information about a photo in the photo well:

Do one of the following:

- Select Show Dates in the options bar to show photo information. Deselect Show Dates to hide the photo information.
- Choose View > Show Dates and Tags to toggle between showing and hiding photo information.

Playing audio attached to photos

With Photoshop Album, you're not limited to viewing only written notes and descriptions of your photos. You can also enjoy listening to any audio caption included in your photo(s).

To play audio captions:

1 Double-click the thumbnail to display the photo as a Single Photo in the photo well.

2 Click the Play Audio Caption button.

3 Click the Play button in the audio window. Close the window once you're finished listening to the audio.

Renaming your photo files

Renaming your files isn't necessary to find them with Photoshop Album. However, you may still want to give your files relevant names, especially if they've been imported from a digital camera and have just a string of numerals and letters. Photoshop Album lets you easily rename a file or batch rename a group of files. The new names are written to your computer's hard disk in case you want to find them in the file system.

When you batch-rename photos, the selected files are renamed with the name you specify followed by a numeric suffix. For example, if you renamed a group of files with the name, "Honolulu," the first selected photo file will be renamed "Honolulu-1," the following file will be renamed "Honolulu-2," and so forth. When necessary, Photoshop Album automatically adds additional suffixes to make sure that each name is unique. For example, if there is already a file named "Honolulu-2," the file being renamed would become "Honolulu-2-1."

To rename a file:

Select an item in the photo well, and then do one of the following:

- Choose File > Rename from the menu bar. In the Rename dialog box, type a name in the New Name text box, and then click OK.
- If the Properties pane is open, type a new name in the File Name ("Edited File Name" if the file is an edited photo) text box.

You can undo the renaming of files using CTRL+Z immediately after renaming.

To rename files in a batch:

1 Select items in the photo well. Shift-click to select items in a series. Ctrl-click to select nonadjacent items.

2 Choose File > Rename from the menu bar.

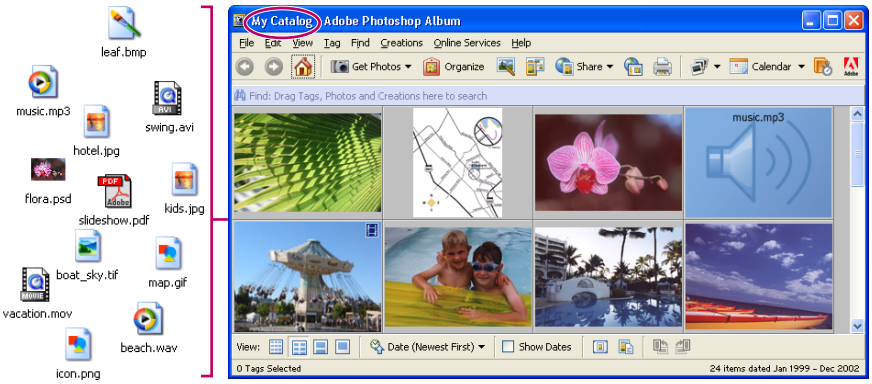
3 Type a name in the Common Base Name text box, and then click OK.

Note: *Keep in mind that if you batch rename an edited or duplicated photo, it is renamed as specified, losing its "_edited" or "-copy" suffix. The name of the original file is not changed if there is an edited copy.*

Organizing photos into catalogs

Adobe Photoshop Album creates links to your photos so that it knows where the photo is located, what file format it's in, what tags are attached to it, and so forth. Photoshop Album does this by keeping information about your photos, video clips, and audio clips in a database of information called the *catalog*.

When you launch Photoshop Album and bring in photos, a catalog is automatically created for you. You don't have to create it yourself. Your catalog keeps track of the photos, video clips, and audio clips on your computer and on other media such as CDs or DVDs. It's a collection of information about each photo, but it doesn't contain the actual photos themselves.



The Photoshop Album catalog references the photo files, video files, and audio files on your computer and displays a thumbnail of each in the photo well.

The catalog can also contain lots of other information about photos, including when the photo was taken and information you've added by using Photoshop Album, such as which tags are attached to the photo. All of this information enables Photoshop Album to give you flexibility in managing, identifying, and organizing photos.

Here's some of the information that the catalog stores about your photos, video clips, and audio clips:

- The path and filename of the photo file, video clip file, or audio clip file
- The path and filename of any associated audio file
- The path, filename, and volume name of the original, full-resolution file (if the original file is stored *offline*, in other words, left on the CD or DVD)
- The path and filename of the original, unedited file (if the file has been edited)
- The name of any camera or scanner associated with the batch of imported photos
- Any caption you've added to a photo
- Any notes you've added to a photo
- The media type—that is, whether it's a photo, video clip, audio clip, or creation
- The date and time the photo was taken and whether its date is completely or only partially known
- Any tags that have been applied to the photo
- The photo's history: whether it was printed on a local printer, exported, shared by e-mail or online, sent to an online photo-finishing service, as well as any creations and Web galleries the photo was used in
- Edits that have been applied to the photo (such as rotation, cropping, and fixing red-eye)

- The pixel dimensions of any photos and video clips
- The creation settings (creation type, whether you are showing captions, showing page numbers, and so forth) for creations

Creating new catalogs for additional users

Although Photoshop Album automatically creates a catalog for you when you first start the application and bring in photos, you can create more than one catalog. Most people won't need or want to have multiple catalogs. However, creating multiple catalogs might be useful if friends or family members share Photoshop Album on the same computer yet they want to have their own, separate sets of photos and tag organization.

Note: *You can open only one catalog at a time, you cannot move photos or tags between catalogs, and you cannot search across multiple catalogs.*

To create a new catalog:

1 Choose File > Catalog.

2 Click New in the Catalog dialog box.

3 Choose a location for the catalog or use the default location shown in the dialog box.

4 Type a name for the catalog in the File Name text box.

5 Click Save.

Specifying the default folder for catalogs

Although it is generally not necessary, you can name a different folder in which to store any catalog you create. This flexibility is available in case you expect to create a very large catalog and want to store it on a different disk drive.

To specify a different default catalog folder:

1 Choose Edit > Preferences.

2 Make sure that General is selected in the left pane of the Preferences dialog box. Click the Browse button for the Save Catalogs In section under File Options.

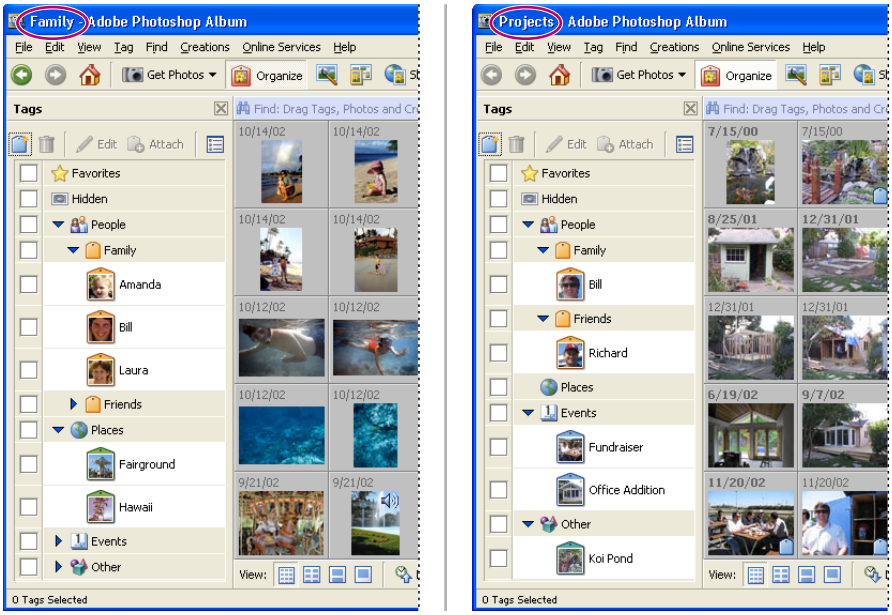
3 Use the Browse for Folder dialog box to select a folder. Once you've selected the folder you want, click OK.

Note: *Click Restore Default Settings to restore the folder pathname to its default location.*

4 Click OK to exit Preferences.

Opening existing catalogs

Occasionally, more than one catalog is available for Adobe Photoshop Album. For example, another member of your family may have his or her own catalog in order to set up a separate set of photos and tags. (For more information, see "Creating new catalogs for additional users" on page 62.)



Creating different catalogs lets you use different tags and photos in each catalog.

To open another catalog:

1 Choose File > Catalog.

2 Click Open in the Catalog dialog box.

3 Locate the catalog, if needed, using the file browser in the dialog box.

4 Click Open.

Copying catalogs

The Save As option in the Catalog Options dialog box creates a new copy of your current catalog and then opens it as your new catalog, retaining your old one. This is useful, for instance, if you want to rename your catalog, or if you want to provide a catalog to someone else you know who wants to create his or her own sets of photos and tag organizations but wants to base it on your tag organization. (For more information, see "Creating new catalogs for additional users" on page 62.)

To create a new catalog by making a copy:

1 Choose File > Catalog.

2 In the Catalog dialog box, click Save As.

3 Choose a location for the catalog if you don't want it to be in the default location shown in the dialog box.

4 Type a name for the catalog in the File Name text box.

5 Click Save.

Note: *This makes a duplicate copy of the catalog, but it does not make a duplicate of any of the items in the catalog. The new catalog links to all the same files as the original catalog.*

Safeguarding and preserving your photo catalog

After all the effort you put into your catalog, you will always want to make sure to safeguard your work. You can preserve your work and your catalog, all within Photoshop Album. No other software is required; just use Photoshop Album's Backup feature.

Backing up on CD or DVD preserves your catalog and all the photos in a storage place separate from your computer. It's also a good idea to back up your catalog and all the photos every now and then. That way, you can recover or restore them if you ever have problems with your computer.

Adobe Photoshop Album lets you back up your catalog, along with your photos (both the original and any edited version you've made), video clips, and audio clips. It's very useful to have a spare copy of your catalog as a safety copy, in case you ever need to restore it due to a problem or accident.

Backing up your catalog and its contents

The Backup command makes a copy of the catalog and the photos, video clips, and audio clips you've brought into Photoshop Album, along with the folder structure they're stored in. You can back up the catalog to a hard drive or other media, such as writable CDs and DVDs.

To back up a catalog, along with the photos, video clips, and audio clips:

1 Choose File > Backup from the menu bar.

Note: *Backup backs up only the currently open catalog. If you have multiple catalogs, be sure to open the one you want to back up.*

2 Select the media on which you want to back up the catalog:

- Select Burn onto a CD or DVD Disc to back up to a writable CD or DVD.
- Select Specify Backup Drive and then choose the drive to back up to another device, such as your computer's hard drive or an attached hard drive.

Note: *If you back up to a folder on your computer's internal hard drive, Photoshop Album renames your photo files. It's best to back up to a CD, DVD, or attached hard drive.*

3 Choose the type of backup you want to make:

- Select Full Backup to create a copy of the entire catalog, all the photo files, video clips, and audio clips, and other related files.
- Select Incremental Backup to make a copy of the catalog and all new or modified photo files, video clips, audio clips, and other related files since the last full or incremental backup.

4 Click OK.

5 Do one of the following:

- If you selected Burn onto a CD or DVD Disc, follow the on-screen instructions.
- If you selected Specify Backup Drive, browse to the location on your hard drive or the media to which you wish to back up your catalog. If necessary, create a new folder to hold your backup files.
- If you're making an incremental backup, locate or insert the media containing the last full backup. Then follow the on-screen directions to insert the media on which you want to make the incremental backup. If the backup won't fit on the media, Photoshop Album notifies you and asks for additional media as needed.

Once you're finished, it's a good idea to mark any removable media, such as a CD, with the name and date of the backup.

Archiving your photos on CD or DVD

The Archive command is used to copy a set of photos to a CD. For instance, instead of sharing your photos in a slideshow or PDF that's put on CD, you might want to create a CD with just the photos only. Or, perhaps your hard disk is filling up and you want to get the full-resolution masters of photos you don't use often off your drive and onto CD.

The Archive command includes an Offline option. With this option, all the master files of the selected photos are written to CD or DVD, and then a low-resolution proxy (copy) is written to your hard disk and the master files are deleted from your disk. Now, you can continue to see the photos in your catalog just as before (a CD icon shows up on items that are offline) and view them on-screen, but you've freed up most of the disk space they used. When you try to print a photo whose master file is offline, or do something else that requires the full-resolution file, you'll be prompted for the disc you created.

To archive photos, video clips, and audio clips:

1 Choose File > Archive.

2 Type a name for your archive in the Archive Set Name text box or accept the default name.

3 Select the Move Items Offline option if you want the full-resolution photos deleted from your computer once you've archived them.

Note: *The Offline option is not available for video clips and audio clips.*

4 Select the CD or DVD drive where you want to write the archive. Click OK.

5 If you've selected the Move Items Offline option, Photoshop Album asks if you really want the items removed permanently from your computer. Click Yes or No.

6 After Photoshop Album calculates how many disks are needed for the archive, click Burn. Photoshop Album prompts you to insert writable CDs or DVDs as needed.

Note: *Photoshop Album will give you the option of verifying the disc or not. While verifying is time-consuming, it's recommended, to make sure that the discs were created correctly.*

Repairing and restoring your catalog

In the event of a problem with your catalog, Photoshop Album lets you recover and restore your catalog, along with your photos (both the original and any edited version you've made), video clips, and audio clips.

Using the Recover command to repair a catalog

When your catalog is damaged by a power failure or technical glitch, Photoshop Album displays a message saying that there's a problem with the catalog. Use the Recover command to fix it. The Recover command also compacts the catalog, removing any unused space.

To use the Recover command:

1 Choose File > Catalog.

2 Click the Recover button in the Catalog dialog box.

3 Click OK when prompted to proceed.

Restoring your catalog to a previously saved version

Sometimes, you want to restore your catalog to a previously saved version. Perhaps you accidentally deleted photos from your current catalog and want them back. The Restore command places the backup copy of the catalog, photos, video clips, and audio clips into Photoshop Album. You could also use this command to move your catalog, photos, and so forth, to another computer. In this case you might use the Backup command to copy everything onto a writable CD or DVD and then use the Restore command to place the files from the CD or DVD onto the other computer.

To restore a catalog, along with the photos and related media:

1 Insert the media, such as the CD or DVD onto which you made the backup.

If you've backed up to an external hard drive, make sure that it's connected to your computer. If you select a CD or DVD, Photoshop Album prompts you to insert discs if your backup is contained on more than one disc. Follow the on-screen instructions, which will differ depending on whether you're restoring a single backup set or a single backup set plus one or more incremental backups.

2 Choose File > Restore from the menu bar.

3 Locate the backup copy of your catalog and click Restore.

Viewing and Finding Photos

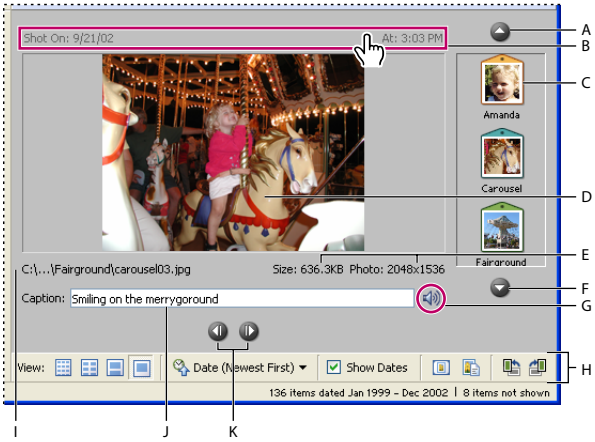
Viewing photos in the work area

Photos, video clips, audio clips, and creations appear in the photo well organized in grids of thumbnails you can resize. The buttons in the options bar help you organize and sort files in the photo well. (See "The photo well" on page 17.) You can sort the way photos are displayed using the Sort pop-up list in the options bar.

Choosing a viewing size

Choose the layout of your media files in the photo well to best fit your needs. Choose from the following viewing sizes:

- The Small thumbnail option displays your media files in the smallest size, when it is useful to see as many images as possible at once.
- The Medium thumbnail size is the default setting. It's usually the best setting for you to see your catalog.
- The Large thumbnail size shows just a few photos at once, so you can scroll through your catalog. You can see the details in photos better, which can help you identify a photo you want to work with.
- The Single photo view shows one photo at a time in the photo well. Displayed on the screen along with the photos are details such as the photo's file size and resolution, and the tags that are attached to the photo. You can type in a caption for the photo, and attach or listen to an audio annotation. You can also change the time and date assigned to the photo. (See "Changing the date of a photo" on page 45.) To move through your catalog in the single photo view, click the Next Item button or the Previous Item button .



Single photo view
A. Click to scroll up through list of tags attached to the photo **B.** Click to edit date and time **C.** Tags attached to the photo **D.** Double-click to open Fix Photo window **E.** File size and resolution of the photo **F.** Click to scroll down through list of tags attached to the photo **G.** Click to play audio caption (if attached) **H.** Options bar **I.** File location **J.** Enter caption text **K.** Click to view the previous/next photo

To choose a viewing size:

Do one of the following:

- Choose View > Size and select an option.
- Click one of the Thumbnail buttons in the options bar.

You can also display a photo in the single photo view by double-clicking it.

To view a photo using the full screen:

1 Select the photo in the photo well.

2 Choose View > Show Full Screen.

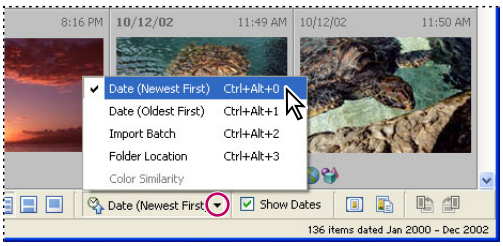
3 Click the mouse button or press the Escape key to return to Photoshop Album.

To refresh thumbnail views:

Choose View > Refresh. You'd want to refresh your view, for example, after you attached the hidden tag to an image, because it will not become hidden until you refresh.

Sorting files in the photo well

Photoshop Album gives you different ways to sort your catalog in the photo well. You can also decide what kind of media files appear in the photo well.



Sort menu in the options bar

You can choose from the following sort options:

- Date (Newest First) to show the newest (most recently taken or imported) photos first. This is handy when you need to attach tags to the photos you brought in most recently.
- Date (Oldest First) to show all the photos in chronological order.
- Import Batch to display photos in the batches in which they were imported. Each batch is separated by a dark gray line that includes information about the way you got the photos.
- Folder Location to display photos by the folders in which they are stored.
- Color Similarity is activated only when you're viewing photos that have similar color distribution. (See "Finding photos using color" on page 81 for directions.)

To sort files in the photo well:

Do one of the following:

- Choose an option from the Sort pop-up list in the options bar.
- Choose View > Arrangement, and then choose an option from the pop-up list.

To choose the kinds of media to view:

1. Choose View > Media Types.
2. In the dialog box, select or deselect the media types you want to view.

Viewing and finding photos by date

Photoshop Album gives you two powerful tools to view and find photos by date: the timeline and the calendar. You don't even need to attach tags to your photos to use these features.

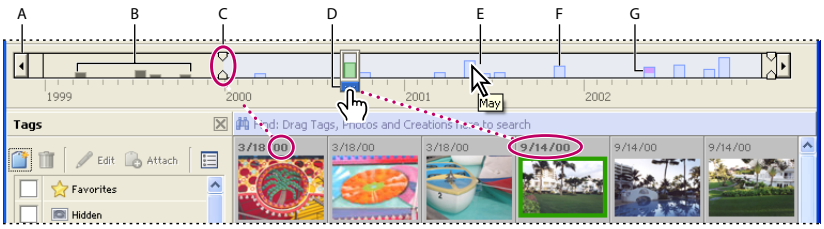
Using the timeline

Because Photoshop Album automatically organizes your photos in the timeline, you can view and find photos without ever attaching tags to them. The timeline is divided into years and months. You can jump to a particular month in any year by clicking that month in the timeline. To help you identify a month, hold your mouse pointer over a bar in the timeline, and the name of the corresponding month appears. You can also select a range of time in the timeline to view photos taken within that range.

The timeline helps you view and find photos by date, import batch, or file location, depending on the setting you choose in the options bar. (See "Sorting files in the photo well" on page 69.) If you're viewing photos by date, the height of each bar is proportional to the number of images in each month. If you're viewing by Import Batch, the height of the bars is proportional to the number of photos you imported together (or in a batch). If you're viewing photos by folder location, the height of the bars in the timeline is proportional to the number of images in each folder.

If a bar in the timeline is partially purple, that means that you have photos with the Hidden tag attached in that month, batch, or folder. To view these photos, include the Hidden tag in your search. (See "Finding photos with the Favorites tag or the Hidden tag" on page 77.)

The timeline works with tagged photos to help you refine searches. For example, let's say that you're looking for pictures taken at your friend Richard's birthday parties over the years. Assume that pictures taken of Richard would all have the tag "Richard" attached to them. Richard's birthday happens in the same month (December, for example) every year, so to find his birthday photos, you'd search on the "Richard" tag, and then click the December bars of every year in the timeline to see the photos taken at every birthday party.



Using the timeline
A. Click to scroll the range of the timeline. **B.** Gray bars indicate photos out of set range. **C.** Drag end points to refine searches. **D.** Click a bar to view photos in that month. **E.** Hold pointer over a bar to identify its range (month, import batch date, or file location). **F.** The height of the bar indicates the number of photos. **G.** Purple bars indicate hidden photos.

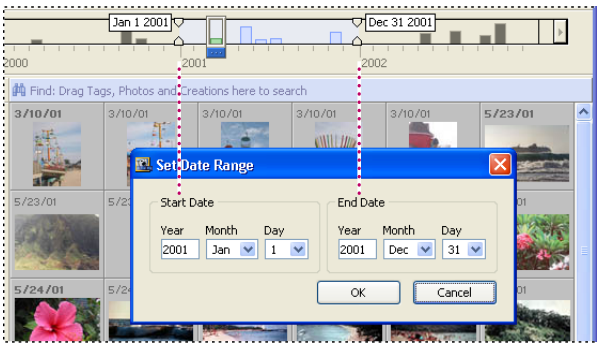
To view and find photos using the timeline:

1 Choose View > Timeline if the timeline is not visible.

2 Choose an option from the sort menu. (See "Sorting files in the photo well" on page 69.)

3 Do one of the following:

- Click and drag the timeline endpoint markers in or out to the range you'd like to view.
- Choose Find > Set Date Range and enter the dates you'd like to search through.



Setting a date range

4 Photos found in the range of dates appear in the photo well. Drag the end points to refine your date range if you like.

Note: *Photos with unknown dates will be indicated by questions marks in the timeline. For information on changing date and time, see* *"Changing the date of a photo" on page 45*.

To use the timeline with tagged photos:

1 Drag and drop a tag onto the find bar. (See "Using the find bar" on page 77.)

2 Drag the timeline endpoint markers in or out to the range you'd like to search.

3 Photos with the tag found in the range of dates appear in the photo well.

Using the calendar

The calendar is a particularly useful way to find items when you have a good idea in which month they were taken. When the calendar is displayed, it shows the first photo on each day, and it identifies the number of photos (or video clips) taken on that day. If you click on a day with more than one item, a mini- slideshow displays within the calendar. You can control this slideshow using the Forward button, Back button, and Play button below the calendar window. When you have found the item you are looking for, click the View button and the desired item will be displayed in single-photo view in the photo well.

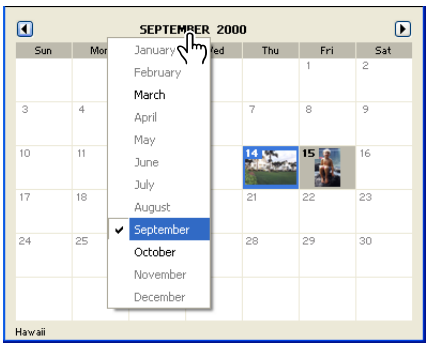
Using the calendar
A. Calendar window **B.** Click to start or pause a slideshow **C.** Number of photos for selected date **D.** Click to view the previous photo/next photo **E.** Click to select a month **F.** Click to select a year **G.** Tag attached to the first photo taken on the selected day **H.** Close button **I.** Click to display item in photo well **J.** Click to view previous/next month **K.** Date selected

To view and find photos on the calendar:

1 Do one of the following:

- Click the Calendar button in the shortcuts bar.
- Choose View > Calendar.

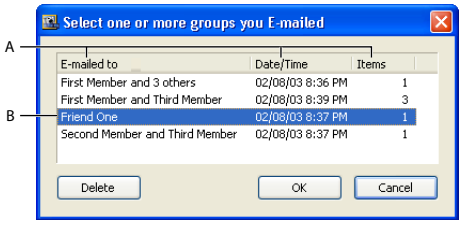
2 Navigate to the month and day you want to look at.



Choosing a different month in the calendar

Finding photos by their history

Photoshop Album helps you keep track of where you got photos, how you've used them, and how you shared or exported them.



Finding photos by the date they were e-mailed
A. Click a column heading to sort by that category. **B.** Double-click an item to view the files you e-mailed.

To find photos by the date they were imported:

1 Choose Find > By History > Items Imported On.

2 A list of the files you've imported appears, with the device the photos were imported from, the date they were imported, and the number of items that were imported. Double-click an item to see the files in the photo well.

To find photos by the way you received them:

1 Choose Find > By History > Items Received From.

2 A list of the files you've received appears. Double-click an item to see the files in the photo well.

To find photos by the date they were e-mailed:

1 Choose Find > By History > Items E-mailed to.

2 A list of the files you've e-mailed to people in your contact book appear. Double-click on an item to view the media files you e-mailed. For more information about e-mailing photos, see "Sharing photos using e-mail" on page 127.

To find photos by they date they were printed:

1 Choose Find > By History > Items Printed On.

2 A list of the photos you've printed appears. Double-click an item to see the photos. For more information about printing photos, see "Printing photos at home" on page 133.

To find photos by the date they were exported:

1 Choose Find > By History > Items Exported On.

2 A list of the media files you've exported appears, including the dates and times they were exported. Double-click an item to see the files. For more information about exporting photos, see "Exporting photos" on page 131.

To find photos by the date they were ordered online:

1 Choose Find > By History > Items Ordered Online.

2 A list of the photos you've ordered through online services appears. Double-click an item to see the files. For more information on using online services, see "Using online services" on page 139.

To find photos by the date they were shared online:

1 Choose Find > By History > Items Shared Online.

2 A list of the photos you've shared online through online services appears. Double-click an item to see the files. For more information on using online services, see "Using online services" on page 139.

To find items with unknown dates or times:

1 Choose Find > Items with Unknown Date or Time.

2 In the photo well, Photoshop Album displays the media files in which date or time is set to unknown. For directions on fixing the date of a photo, see "Changing the date of a photo" on page 45.

Finding files by media type

You can view just one type of media file in the photo well. By selecting a media type, you can perform other searches that will look only at the media you want.

To find files by media type:

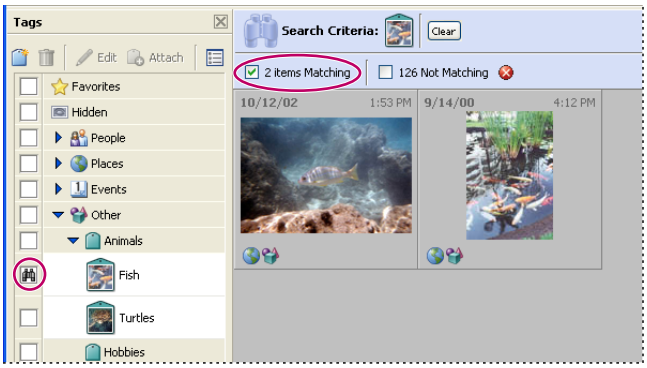
1 Choose Find > By Media Type, and then choose one of the following options from the pop-up menu:

- Photos to view just photos.
- Video to see thumbnails of video clips (the first frame of the video clip is shown).
- Audio to browse your collection of audio clips.
- Creations to look at the creations you've made.
- Items with Audio Captions to see photos and creations that you've attached audio captions to.

2 The files of the selected media type appear in the photo well.

Finding photos using tags

Photoshop Album has plenty of tools to help you find your photos. By attaching a tag to your photos and other media (see "Attaching and removing tags to photos" on page 48), you give Photoshop Album the information it needs to help you quickly find what you are looking for. When you use tags to find photos, the Search Criteria window expands to show you the tags you've selected. Searches begin as soon as you select the tags.



Click the square next to a tag to start a search

Photos with the Hidden tag attached aren't normally included when you search for photos. If you want to display hidden photos, select both the Hidden tag and the tag for the desired category or subcategory as your search criteria (see "Finding photos with the Favorites tag or the Hidden tag" on page 77).

To find items using tags:

Do any of the following:

- Click the square next to the name of the tag, so the binoculars icon appears. Click again to cancel the search.
- Drag one or more tags onto the find bar (see "Using the find bar" on page 77). The tag appears in the search criteria window to remind you of the tag you searched for.
- Choose Find > Items Tagged With, and then choose a tag from the pop-up menu.

To cancel the search and show your catalog, click the Show All button.

To find untagged items:

Choose Find > Untagged Items to see all the photos in your catalog that don't have tags assigned to them.

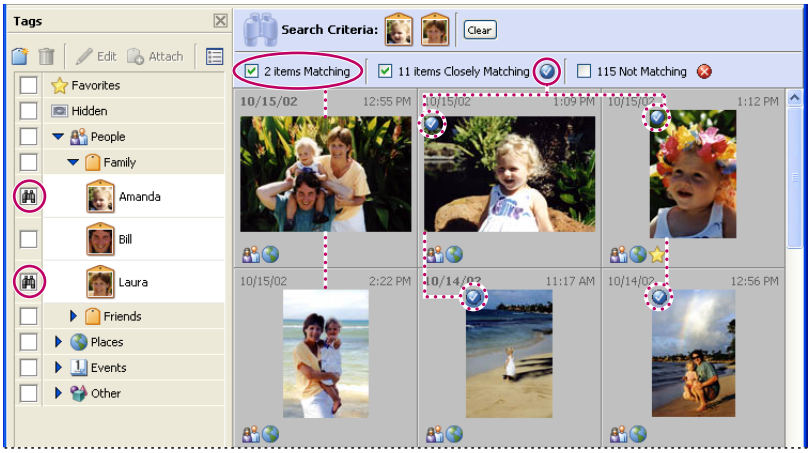
Matching, closely matching, and not matching photos

When you search using tags, Photoshop Album ranks the results of the search using the following groups:

Matching photos These photos are tagged with all the search criteria tag or tags. As you add more tags to your search, fewer matching photos appear.

Closely Matching Photos tagged with one or more (but not all) of the search criteria tags are called closely matching. Closely Matching photos have a blue circle with a white check mark in their thumbnails. Note that if you search using more than one "Place" category tag, photos with just one of the "Place" category tags attached will show up as Matching.

Not Matching These photos don't have any of the search criteria tags attached to them. They have a red circle with a white "x" in their thumbnails.



Matching and Closely Matching photos

To view closely matching or not matching photos:

In the Search Criteria window, click the square next to Closely Matching or Not Matching to select a category. You can view more than one category at a time. You can also hide matching photos by deselecting the Matching option.

To see hidden photos, select both Matching and Closely Matching categories in your search criteria (see "Finding photos with the Favorites tag or the Hidden tag" on page 77).

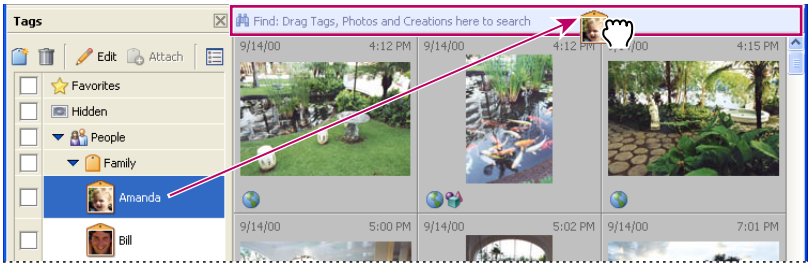
To have Photoshop Album automatically show closely matching photos:

1 Choose Edit > Preferences, and then click General.

2 Select Show Closely Matching Sets for Searches, and then click OK.

Using the find bar

The find bar performs quick searches when you drag tags onto it. When not in use, the find bar is a horizontal blue bar right above the photo well. The find bar automatically expands when you drag a tag onto it, and the Search Criteria window opens so you can see the tags you've added to the search. Every file with the chosen tag attached to it will show up in the search, so if you want to refine your search, you can drag more tags onto the find bar.



Dragging-and-dropping a tag on the find bar

Photos with the Hidden tag attached are normally hidden whenever you search for photos. If you want to display hidden photos of a specific subject, drag both the Hidden tag and the tag for the desired category or subcategory onto the find bar (see "Finding photos with the Favorites tag or the Hidden tag" on page 77).

To use the find bar:

1 Make sure that the Tags pane is on your screen. (See "Using tags to organize your photos" on page 46.)

2 Select the tag you want to use to perform the search, drag the tag onto the find bar, and release it. The search starts right away, and the find bar expands to show the tag it's using to perform the search.

3 If you'd like, drag more tags onto the find bar to narrow your search.

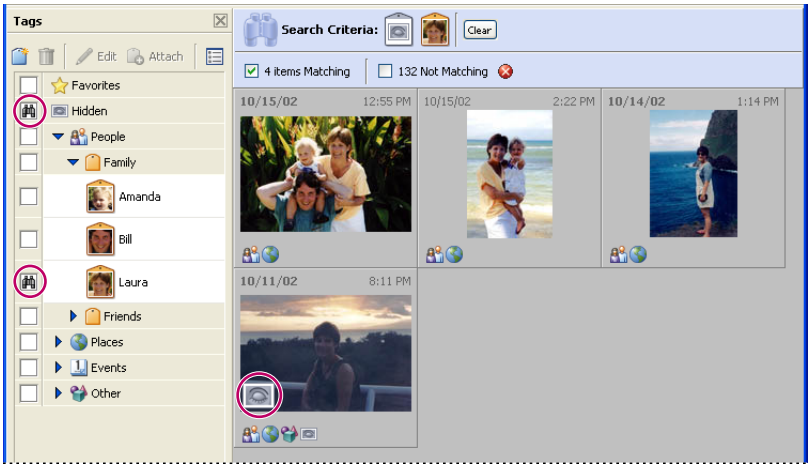
4 To start a new search, or to close the find bar, do one of the following:

- Click the Clear button.
- Click the Show All button .

Finding photos with the Favorites tag or the Hidden tag

The Favorites tag helps you easily find your favorite photos, video clips, audio clips, or creations. When the Favorites tag is attached to a photo, it has preference in searches with the Favorites tag as a search criteria.

You'd attach the Hidden tag to photos, video clips, audio clips, or creations that you generally don't want to view or sort through. Photos with the Hidden tag attached are normally hidden whenever you search for photos. If you want to display hidden photos of a specific subject, select both the Hidden tag and the tag for the desired category or subcategory as your search criteria. For more information on attaching the Favorites tag or Hidden tag, see "Using the Favorites tag and the Hidden tag" on page 53.



Finding hidden photos

To find items with the Favorites tag attached:

Do one of the following:

- Click the square next to the Favorites tag.
- Choose Find > Items Tagged With > Favorites.
- Drag the Favorites tag onto the Find bar (see "Using the find bar" on page 77).

To find items with the Hidden tag attached:

Do one of the following:

- Click the square next to the Hidden tag. To find photos with an additional tag attached, click the square next to the other tag.
- Drag the Hidden tag onto the Find bar (see "Using the find bar" on page 77). To find photos with an additional tag attached, click the square next to the other tag.
- Choose Find > Items Tagged with > Hidden.

Photos with the Hidden tag attached are hidden whenever you search for photos. If you want to display hidden photos of a specific subject, select both the Hidden tag and the tag for the desired category or subcategory as your search criteria.

Finding photos by filename, caption, or annotation

You can find photos by entering a word or phrase used in photo's filename (the name they are saved under), caption, or note.

To find photos by their caption or note:

1 Choose Find > By Caption or Note.

2 In the Find Media By Caption or Note dialog box, type a word or phrase to find files whose captions contain the entered word or phrase, and then click OK.

3 The files with matching captions appear in the photo well.

To find photos by filename:

1 Choose Find > By Filename.

2 Type a word in the Find by Filename dialog box to search for media files whose filenames contain the word and then click OK.

To find photos with audio captions:

Choose Find > By Media Type > Items with Audio Captions.

Viewing photos as instant slideshows

You can select some of the photos in your catalog to view as an instant slideshow. The photos you select appear on your screen one at a time and automatically advance every few seconds. When the slideshow is over, it automatically closes. You can also control the pace of slideshows using the on-screen controls. If the controls don't appear, move the mouse to activate them.

The timing, transitions, and background are determined by settings in Slideshow preferences. (See "Setting preferences for instant slideshows" on page 79.)

You can also create a slideshow project to save as a PDF file (see "Creating slideshows" on page 110).

To view photos as a slideshow

1 Select the photos you want to use (see "Selecting photos, video clips, audio clips, and creations" on page 84).

2 Do one of the following to start the slideshow:

- Click the Slideshow button in the shortcuts bar.
- Choose View > Slideshow.

3 To end the slideshow before it's complete, press the Esc key.

Setting preferences for instant slideshows

You can personalize your instant slideshows by setting slideshow preferences.

To set slideshow preferences:

1 Choose Edit > Preferences, and then select Slideshow from the list of preferences on the left side of the dialog box.

2 Choose from the following options:

Background Music: Select a audio clip to accompany your slideshow. Select Play Audio Captions to play any captions attached to your photos.

Transition: Choose the way photos will change in the slideshow.

Page Duration: Choose the length of time that each photo appears on the screen.

Include Page Controls: Select to include the on-screen controls when you play your slideshow.

Pause on Start/Manual Advance: Select to put the slideshow into pause mode when it starts so that you can use the on-screen controls to run through the slideshow.

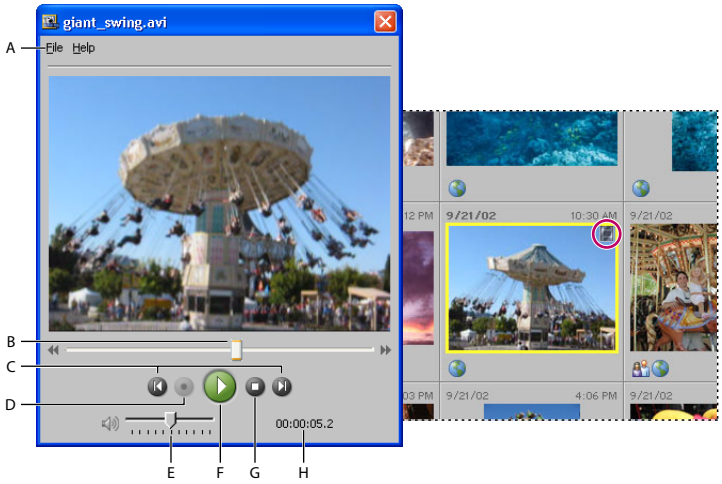
Allow Video to Resize: Select to allow video clips to resize to fill your screen.

Repeat Slideshow: Select to have your slideshow repeat after it's completed its show.

Include Captions: Select to include captions on your photos.

Viewing video clips

In catalogs, the first frames of video clips are shown. You can play video clips in the Photoshop Album Media Player.



Viewing video clips in Photoshop Album
A. Menu **B.** Drag the slider through the video clip **C.** Rewind and fast forward buttons
D. Record button **E.** Volume control **F.** Play button **G.** Stop button **H.** Length of video clip

If you also own Photoshop Elements, you can use it to take still shots from a video clip. Other photo-editing applications may also have this capability. Read the documentation that came with your software for more information.

To view video clips:

1 Double-click the video clip in the photo well.

2 When the Photoshop Album Media Player appears, click the Play button to start the video. You can click the Pause or Stop buttons during the viewing to interrupt or stop the video.

3 When you're finished, click the OK button to close the Photoshop Album Media Player.

You can drag the position slider through a video clip to view it frame by frame. If you have a long video clip, it may jump over a few frames.

Finding photos using color

You can search for photos that have similar color distribution using the Color Similarity command. You need to first select one or more photos to use this option. You can also find similar photos by dragging a photo onto the find bar. (See "Using the find bar" on page 77.)

To find photos with similar color distribution:

1 Select the photo you want to use to search for other photos that have similar colors, and then do one of the following:

- Drag the photo onto the find bar.
- Choose Find > By Color Similarity with Selected Photo(s).

2 Photos with similar color distribution are displayed in the photo well.

Finding photos used in creations

It's easy to find photos, video clips, and audio clips you've used in creations. (See "Sharing your photos with Photoshop Album creations" on page 101 for more information on creations.)

To find photos used in creations:

1 Do one of the following:

- Right-click the creation and choose Show Photos in Workspace from the context menu.
- Drag a creation onto the find bar (see "Using the find bar" on page 77) to find media used just in that creation.
- Choose Find > By History > Items Used in Creations, select a creation name, and click OK.

2 Media used in the creation appear in the photo well.

You can also see if a photo is used in a creation by looking under History in the Properties pane (see "Information in the Properties pane" on page 18).

To find photos used in Web Photo Galleries:

1 Choose Find > By History > Items in Web Photo Galleries.

2 A list of Web photo galleries appears. Select an item to view the media used in the photo gallery.

To find photos used in Adobe Atmosphere 3D Galleries:

1 Choose Find > By History > Items in Adobe Atmosphere 3D Galleries.

2 A list of Atmosphere galleries appears. Select an item to view the media used in the gallery.

Fixing Photos

Fixing your photos

Problems with a photo's orientation, exposure, color balance, and framing are common. Fortunately, Photoshop Album provides a variety of editing options, including rotation, cropping, red-eye removal, sharpening, tonal correction, and color correction. If you need more sophisticated editing tools than Photoshop Album provides, you can jump to any other image-editing application on your computer. To learn more about how you can edit photos, see "Fixing photos in Photoshop Album" on page 84 and "Fixing photos in other applications" on page 94.

With one exception, no matter how you edit a photo, Photoshop Album preserves the original in its original folder. All changes are made to a copy of the photo file, which is saved as a file called *filename_edited* in the same folder as the original photo.

Once you've edited a photo, the photo well displays only the edited version. If you decide you don't like the changes you've made, you can revert to the original version at any time, which is then displayed in place of the edited version. The only time Photoshop Album overwrites the original photo is when you choose the Replace Original with Edited command. To learn more, see "Managing versions of photos" on page 96.

How Photoshop Album names edited files

When you edit a photo, Photoshop Album provides a new name for the edited file. Here are the two basic naming rules:

- If the file is in a format Photoshop Album can work with—JPEG, PNG, TIFF, or PSD—the edited version is saved with the word "edited" added to the name. For example, if your original file is called "daisy.jpg," the edited version is called "daisy_edited.jpg."
- If the file is not in a format Photoshop Album can work with, you can choose whether to save the edited version in JPEG, PNG, TIFF, or PSD format with the name "edited" added to it. For example, if your original file is in BMP format and is called *smile.bmp*, and you save the edited version in JPEG, the edited version is called *smile_edited.jpg*.

Calibrating your monitor

To help your photo editing, your monitor should be calibrated to display colors more reliably. Calibration is the process of eliminating any color cast from your monitor and making the monitor grays as neutral as possible. The result is that what you see on screen more accurately represents what your photos will look like when printed. Calibrating your monitor is important if you are going to be modifying your photos, because otherwise you may make changes that are pleasing on screen but don't achieve the results you expect when printed out.

About monitor calibration settings

When you calibrate your monitor, you adjust these video settings to precisely describe how your monitor reproduces color.

Brightness and contrast The overall level and range, respectively, of display intensity. These parameters work just as they do on a television set.

Gamma The brightness of the midtone values. The values produced by a monitor from black to white are nonlinear—if you graph the values, they form a curve, not a straight line. The gamma value defines the slope of that curve halfway between black and white. Gamma adjustment compensates for the nonlinear tonal reproduction of output devices such as monitor tubes.

Phosphors The substance that monitors use to emit colors. Different phosphors have different color characteristics.

White point The coordinates at which red, green, and blue phosphors at full intensity create white.

Calibrating your monitor with Adobe Gamma

The Adobe Gamma software utility installed with Photoshop Album helps you calibrate your monitor by stepping you through the process.

Note: *LCD monitors (such as flat-screen and laptop computer monitors) do not calibrate easily, because things like viewing angles can change colors significantly. You can skip the calibration procedure if you are using this type of screen.*

To use Adobe Gamma:

1 Make sure that your monitor is displaying thousands of colors (16 bits) or more. For more information, see the documentation for your operating system.

2 Set your desktop to display neutral grays only, using RGB values of 128. For more information, see the documentation for your operating system.

3 Make sure that your monitor has been on for at least 30 minutes. If your monitor isn't warmed up, the colors it displays may not be accurate.

4 Start Adobe Gamma, located in the Control Panels folder or in the Program Files/Common Files/Adobe/Calibration folder on your hard drive.

Note: *The Adobe Gamma software is included on the Photoshop Album CD. If your computer does not have the Adobe Gamma utility, you can install it by opening the Adobe Gamma folder on the Photoshop Album CD and following the instructions in the installation ReadMe.*

5 Choose options in the Adobe Gamma application:

- To use a version of the utility that will guide you through each step, select Step by Step (Wizard), and click OK. This version is recommended if you're new to calibrating monitors. If you choose this option, follow the instructions described in the utility. Start from the default profile for your monitor if available, and type a unique description name for the profile. When you are finished with Adobe Gamma, save the profile using the same description name. (If you do not have a default profile, contact your monitor manufacturer for appropriate phosphor specifications.)

- To use a compact version of the utility with all the controls in one place, select Control Panel, and click OK. This version is recommended only if you have experience creating color profiles.

At any time while working in the Adobe Gamma control panel, you can click the Wizard button for instructions that guide you through the same settings as in the control panel, one option at a time.

Selecting photos, video clips, audio clips, and creations

Photoshop Album can display photos, video clips, audio clips, and creations in the photo well. The first step to working with any of these items is selecting them. You can select a single item or multiple items at once. When an item is selected, it has a yellow border.

A selected photo, video clip, audio clip, and creation

To select a single item:

Click it in the photo well.

To select multiple items:

1 Click the first item you want to select.

2 Select one or more items:

- Hold down Shift and click the last item you want to select. All the items in between are selected.
- Hold down Ctrl and click additional items. Only the items you click are selected.

To select or deselect all items in the photo well:

Choose Edit > Select All or Edit > Select None.

Fixing photos in Photoshop Album

The photos you bring into Photoshop Album may not be perfect. They may need to be rotated, cropped, lightened, sharpened, or otherwise adjusted. Photoshop Album provides a variety of ways to fix your photos.

Note that if you try to edit a photo that is stored offline (such as on a CD), Photoshop Album prompts you to insert the media with the photo, cancel the edit, or edit using the low-resolution preview photo from the photo well. However, if you choose the latter, the edited preview photo will not look as crisp as if you edit the actual photo itself. When you edit an offline photo and insert the offline media, the photo is copied to the hard disk and is no longer offline. For information on getting photos from CDs, see "Getting photos from CDs and DVDs" on page 37.

Rotating photos

Rotating photos is probably the most common type of editing you'll perform in Photoshop Album. For example, you may have turned your digital camera sideways to take a photo of a person and now need to turn the resulting photo so that the person is right-side-up again.

You can rotate a photo directly in the photo well or in the Fix Photo dialog box. The advantage to using the photo well is that you can rotate multiple photos at the same time. Also, if you rotate in the photo well, the rotation is performed and (in most cases) no new file is generated. Rotating a photo using the Fix Photo dialog box, however, produces a new, edited file.

To rotate photos in the photo well:

1 Select one or more photos you want to rotate.

2 Rotate the photo:

- Click the Rotate Left button or the Rotate Right button in the options bar.
- Right-Click, and then choose Rotate Right or Rotate Left from the context menu.
- If you selected one photo, choose Edit > Rotate Right or Rotate Left. You can also right-click and choose Rotate Right or Rotate Left.
- If you selected multiple photos, choose Edit > Rotate Selected Photos Right or Rotate Selected Photos Left. You can also right-click and choose Rotate Selected Photos Right or Rotate Selected Photos Left.

To rotate a photo using the Fix Photo dialog box:

1 Select a photo in the photo well.

2 To call up the Fix Photo dialog box, do one of the following:

- Click the Fix button in the shortcuts bar.
- Choose Edit > Fix Photo.
- Double-click the photo in the photo well to display just that photo, and then double-click the photo again.

3 Click the Rotate Left button or the Rotate Right button at the bottom of the Fix Photo dialog box.

4 Click OK. Photoshop rotates the photo and creates an edited copy.

Using the Fix Photo dialog box

The Fix Photo dialog box lets you make a variety of adjustments to a photo, all within a single dialog box. It provides a preview of the photo as well as controls for zooming in on and zooming out from the preview, undoing and redoing changes, and jumping to another application to make additional changes.

The tabs at the top of the Fix Photo dialog box let you compare different views of the photo you're working with:

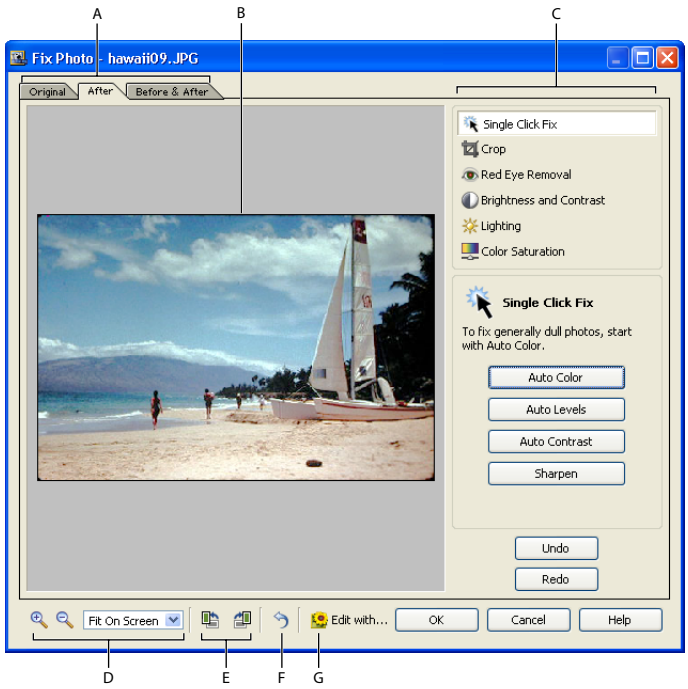
Original This tab shows how the photo looked when it was first brought into Photoshop Album. This tab is the only place you can view the original once you edit the photo, other than by reverting to it. The original photo is kept on your system, but is not displayed in the photo well if you have edited it since then.

Before This tab shows how the photo as it looked when you opened the Fix Photo dialog box. This tab appears only if the photo has been edited since it was first brought into Photoshop Album.

After This tab shows the photo with all the changes you've made since opening the fix photo dialog.

Before & After This tab displays the Original or Before version of the photo on one side of the dialog box and the After version on the other, for comparison.

Note: *When you fix a photo, Photoshop Album alerts you that you are editing an original photo, but that the edits are made to a copy of the photo. The original photo is not changed. Also, if you are editing a multi-layered Photoshop photo, an alert warns you that the edited copy of the photo will be flattened.*



The Fix Photo dialog box
A. Tabs for choosing different views of the photo **B.** Preview images **C.** Editing options
D. Zoom controls **E.** Rotate options **F.** Revert to Original **G.** Edit with other application

To open the Fix Photo dialog box:

1 Select a photo in the photo well.

2 Call up the Fix Photo dialog box:

- Click the Fix button in the shortcuts bar.
- Choose Edit > Fix Photo.
- Right-click and choose Fix Photo.
- Double-click a photo in the photo well to display just that photo, and then double-click the photo again.

Note: *The Fix Photo dialog can be resized. You may find it best to maximize the dialog box so the photo is as large as possible.*

To choose a view in the Fix Photo dialog box:

Click a tab above the preview image: Original, After, or Before & After.

To zoom into or out of the preview image:

1 In the Fix Photo dialog box, click either the Original or After tab.

2 Do one of the following to choose a zoom option:

- Click the Zoom In button or Zoom Out button located at the bottom of the Fix Photo dialog box.
- Choose a magnification level from the pop-up menu at the bottom left of the Fix Photo dialog box.

To change the area of the preview image that is visible:

Drag the scroll bars on the bottom and right sides of the preview image.

Note: *The scroll bars aren't available if the entire preview image is visible.*

To undo, redo, or cancel changes you make in the Fix Photo dialog box:

To choose a reverse option, do one of the following:

- Click Undo to undo the last change you made.
- Click Redo to redo the last change you un-did.
- Click Cancel to exit the Fix Photo dialog box without applying any changes.

To revert to the original photo as it looked when you imported it into Photoshop Album:

Click the Revert button at the bottom of the Fix Photo dialog box.

To apply changes and close the Fix Photo dialog box:

Click OK at the bottom of the Fix Photo dialog box.

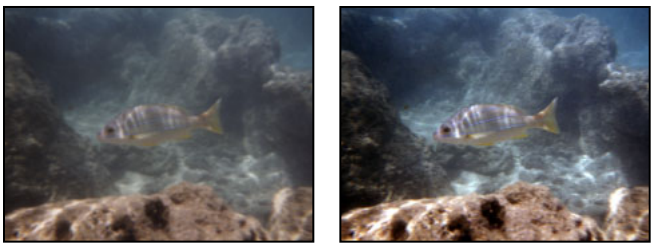
Improving the color balance, contrast, and focus in photos

Photoshop Album provides several options for automatically improving the quality of a photo. These options appear in the Single Click Fix options area of the Fix Photo dialog box. Applying a Single Click Fix is the quickest way to fix a photo.

When choosing which Single Click Fix to apply, keep in mind that photo correction is a subjective process. While Photoshop Album can analyze the pixels in a photo and adjust them based on mathematical formulas, only you can determine if your photo has been improved. Always compare the fixed photo to the previous version of the photo. If you're not satisfied with the changes, undo them and try a different Single Click Fix.

Important: *Before you apply any changes that affect color, make sure that your monitor is calibrated to display colors accurately. Otherwise, the colors you see on screen may not represent what you see when you print the photo. You can calibrate your monitor with the included Adobe Gamma utility. (See "Calibrating your monitor" on page 82.)*

Auto Color Removes unwanted color casts and corrects over-saturated or undersaturated colors in a photo.



Before and after using Auto Color

Auto Levels Makes a photo's highlights appear lighter and shadows appear darker. This option produces the most dramatic effects; however, it can also introduce color casts.

Before and after using Auto Levels

Auto Contrast Makes a photo's highlights appear lighter and shadows appear darker while preserving the overall color balance. This option is very effective for correcting dull or hazy photos.

Before and after using Auto Contrast

Sharpen Adds clarity to a photo by reducing fuzziness. Note however, that this feature sharpens only the edges of objects, so it cannot correct a photo that is out of focus.

Before and after using Sharpen

To apply a Single Click Fix:

1 Select a photo in the photo well.

2 Open the Fix Photo dialog box. (See "Using the Fix Photo dialog box" on page 86.)

3 Select Single Click Fix from the list at the top-right side of the Fix Photo dialog box.

4 Click a button in the Single Click Fix options area of the Fix Photo dialog box: Auto Color, Auto Levels, Auto Contrast, or Sharpen.

5 View the changes in the preview image. If you're not satisfied, click the Undo button.

Note: *It's a good idea to apply only one of the following fixes to your photo: Auto Color, Auto Levels, or Auto Contrast. Applying multiple types of fixes generally doesn't improve the quality of a photo. However, you can apply Sharpen in conjunction with any of the other fixes. You can also apply Sharpen more than once for additional sharpening.*

Cropping photos

Cropping is the process of selecting and removing a portion of a photo to create focus or strengthen its composition.

Before and after cropping a photo

To crop a photo:

1 Select a photo in the photo well.

2 Open the Fix Photo dialog box. (See "Using the Fix Photo dialog box" on page 86.)

3 Select Crop from the list at the top-right side of the Fix Photo dialog box.

4 To maintain a certain ratio between the height and width of the cropped photo, choose an option from the Select Aspect Ratio pop-up menu. For example, if you choose 4 x 6, the ratio of height to width is 4 units to 6 units.

Note: *Don't confuse the aspect ratio of a photo with its size. Aspect ratio refers only to the relationship between the height and width of a photo, not to its size in inches or pixels.*

5 Move or resize the cropping rectangle in the preview image so the part of the photo you want to keep is inside the rectangle. To move the rectangle, position the pointer inside it; when the hand icon appears, drag the rectangle. To resize the rectangle, position the pointer on a corner of the rectangle; when the double arrow icon appears, drag the corner.

6 Click Apply Crop.

Removing red eye from photos

Red eye occurs when light from a camera's flash reflects off the back of the eye. You can easily remove red eye using the Fix Photo dialog box.

Before and after red eye removal

To remove red eye from a photo:

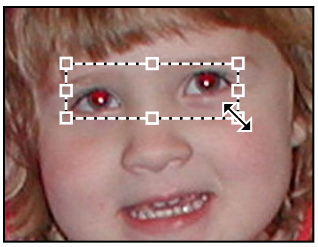
1 Select a photo in the photo well.

2 Open the Fix Photo dialog box. (See "Using the Fix Photo dialog box" on page 86.)

3 Use the Zoom controls in the Fix Photo dialog box to magnify the preview image, if necessary. Then use the scroll bars to move to the area of the photo with red eye. For more information on zooming and scrolling in the preview image, see "Using the Fix Photo dialog box" on page 86.

4 Select Red Eye Removal from the list at the top-right side of the Fix Photo dialog box.

5 Move or resize the rectangle in the preview image so that it surrounds both eyes. To move the rectangle, position the pointer inside it; when the hand icon appears, drag the rectangle. To resize the rectangle, position the pointer on a corner of the rectangle; when the double arrow icon appears, drag the corner.



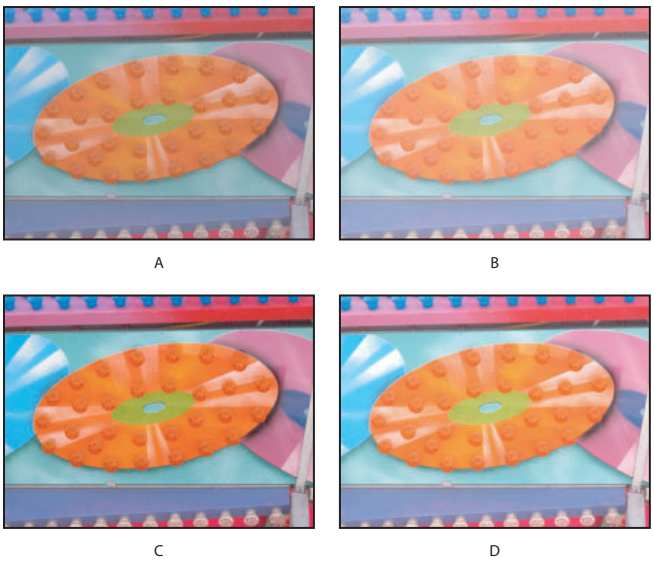
Adjusting the red eye rectangle

6 Click Apply Red Eye Removal.

Manually adjusting the brightness and contrast in photos

Brightness is the overall lightness of a photo, while *contrast* is the relationship between light and dark areas of a photo. You can adjust either or both elements to transform the mood and atmosphere of a photo. For example, decreasing the brightness of a photo can change it from light and airy to dark and brooding. Increasing the contrast within a photo can add to the sense of depth and dimensionality; however, applying the maximum contrast can create a flat, abstract image.

Note, however, that brightness and contrast changes that look good on screen may not look good when printed. Unless you have experience with editing brightness and contrast, the Fill Flash and Backlighting features are generally better ways to accomplish the same results. (See "Lightening shadows in photos" on page 92 and "Fixing overexposed areas in photos" on page 93.)



One photo with different brightness and contrast adjustments:
A. Original **B.** Only brightness added **C.** Only contrast added **D.** Brightness and contrast added

To manually adjust the range of brightness and contrast in a photo:

1 Select a photo in the photo well.

2 Open the Fix Photo dialog box. (See "Using the Fix Photo dialog box" on page 86.)

3 Select Brightness and Contrast from the list at the top-right side of the Fix Photo dialog box.

4 Drag the Brightness slider to the right to lighten the photo or to the left to darken it, or type a value between –100 and 100 in the text box.

5 Drag the Contrast slider to the right to increase the contrast in the photo or to the left to decrease it, or type a value between –100 and 100 in the text box.

6 Click OK.

Lightening shadows in photos

In photos taken in bright light, shadows are often so dark that they show little detail. You can lighten such shadows using the Fill Flash slider.

Before and after lightening shadows in a photo

To lighten shadows in a photo:

1 Select a photo in the photo well.

2 Open the Fix Photo dialog box. (See "Using the Fix Photo dialog box" on page 86.)

3 Select Lighting from the list at the top-right side of the Fix Photo dialog box.

4 In the Lighting section of the Fix Photo dialog box, drag the Fill Flash slider from Darker to Lighter or enter a value between 0 and 100 in the text box.

5 Click OK.

Fixing overexposed areas in photos

When taking photos, you can use backlighting to emphasize the shape of the subject. However, backlighting can cause overexposure in the areas surrounding the subject. You can use the Backlighting slider to correct this problem by darkening the overexposed areas. The Backlighting slider is especially useful for correcting overexposed skies and other backgrounds.

Before and after adjusting backlighting in a photo

To fix overexposed areas in a photo:

1 Select a photo in the photo well.

2 Open the Fix Photo dialog box. (See "Using the Fix Photo dialog box" on page 86.)

3 Select Lighting from the list at the top-right side of the Fix Photo dialog box.

4 In the Lighting section of the Fix Photo dialog box, drag the Backlighting slider from Lighter to Darker or type a value between 0 and 100 in the text box.

5 Click OK.

Manually adjusting color saturation in photos

Saturation is the intensity of colors in a photo. Highly saturated colors jump off the screen like a neon sign, whereas undersaturated colors look gray or washed out. You can manually adjust the saturation of colors in a photo to make the color more or less intense and to create artistic effects. For example, you can use the Color Saturation adjustment to turn a color photo into black and white.

Before and after adjusting color saturation in a photo

To manually adjust color saturation in a photo:

1 Select a photo in the photo well.

2 Open the Fix Photo dialog box. (See "Using the Fix Photo dialog box" on page 86.)

3 Select Color Saturation from the list at the top-right side of the Fix Photo dialog box.

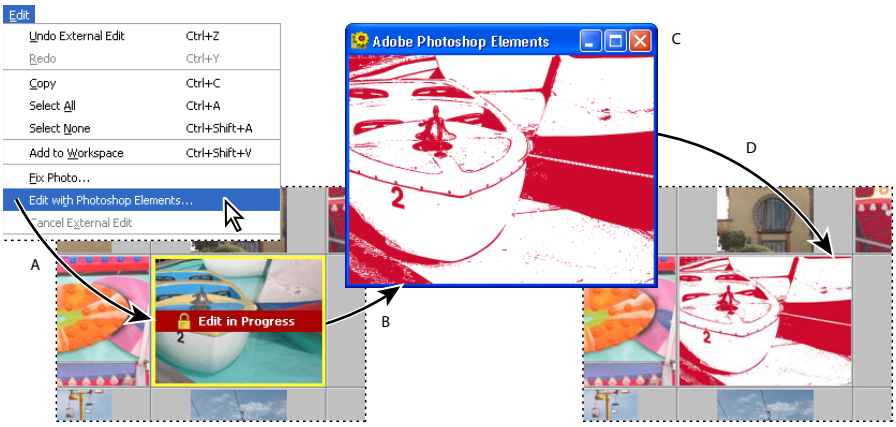
4 Drag the Saturation slider to the right to increase the saturation of colors in the photo or to the left to decrease it, or type a value between –100 and 100 in the text box.

5 Click OK.

Fixing photos in other applications

If you have another image-editing application installed on your computer, you can jump to that application to fix photos. In this case, we recommend that you use Adobe Photoshop Elements or Adobe Photoshop. With these applications, Photoshop Album manages the whole process for you, so you never need to worry about losing track of the photo file.

Note that if you try to edit a photo that is stored offline (such as on a CD), Photoshop Album prompts you to insert the media with the photo, cancel the edit, or edit using the low-resolution preview photo from the photo well. However, if you choose the latter, the edited preview photo will not look as crisp as if you edited the actual photo itself. For information on getting photos from CDs, see "Getting photos from CDs and DVDs" on page 37.



Fixing a photo in Photoshop Elements
A. Select a photo and choose Photoshop Elements to edit the photo. **B.** Photoshop Album launches Photoshop Elements and a lock appears on the thumbnail while you're editing the photo. **C.** Fix the photo in Photoshop Elements. **D.** Save and close the photo in Photoshop Elements; the photo is updated in Photoshop Album.

To specify which editing application you want to jump to:

1 Choose Edit > Preferences.

2 Select Editing on the left side of the dialog box.

3 Choose an application for external editing, and click OK.

To fix a photo in Photoshop Elements or Photoshop:

1 Select the photo you want to fix in the photo well.

2 Call up Photoshop Elements or Photoshop:

- Choose Edit > Edit with *application name*.
- Open the Fix Photo dialog box. (See "Using the Fix Photo dialog box" on page 86.) Then click Edit With at the bottom of the dialog box.

The photo opens in the application you chose. If you inadvertently return to Photoshop Album during this editing process, you'll see that the photo is locked and labeled with "Edit in Progress." The photo remains locked until you close it in Photoshop Elements or Photoshop.

3 Edit the photo as desired in Photoshop Elements or Photoshop.

Note: *You cannot jump to Image Ready from Photoshop if you brought in the photo from Photoshop Album.*

4 Save or rename and save the edited photo:

- Save the edited photo in Photoshop Elements or Photoshop.
- Choose the Save As command in Photoshop Elements or Photoshop and save the edited photo.

5 Close the photo in Photoshop Elements or Photoshop. (You can also close the application if you are finished with it.)

6 Return to Photoshop Album. Photoshop Album displays options for saving the edited file. Select one and click OK.

Note: *If you renamed the file (for example, as filename_edited.psd) when you saved it in Photoshop Elements or Photoshop, when you return to Photoshop Album you have the choice of saving the edited photo as an edited copy of the original or saving it as a new photo. If you renamed the file in Photoshop, when you return to Photoshop Album you have the additional choice of saving the edited photo as an edited copy of the original in its original file format, as a Photoshop (PSD) file, as a new PSD file with a new name, or not saving it at all.*

The changes appear in Photoshop Album. If you don't want to keep the edits, choose Edit > Undo External Edit.

To fix a photo in an external application other than Photoshop Elements or Photoshop:

1 Select the photo you want to fix in the photo well.

2 Call up the editing application:

- Choose Edit > Edit with *application name*.
- Open the Fix Photo dialog box. (See "Using the Fix Photo dialog box" on page 86.) Make any changes you want in the Fix Photo dialog box and then click Edit With at the bottom of the dialog box.

The photo opens in the application you selected.

3 Edit the photo as desired in that application.

4 Save the edited photo in that application, without changing the file's name. For example, don't rename your edited photo as "filename_edited."

Note: *If you save the file under a different name from an external application other than Photoshop Elements or Photoshop, Photoshop Album will not be able to find the photo automatically. In that case, you will need to look for the photo using the Get Photos command. To avoid this complication and create the best integration between applications, edit photos from Photoshop Album in either Photoshop Elements or Photoshop. For more information, see* *"Getting photos from your computer" on page 39*.

5 Return to Photoshop Album.

6 Finish the external editing to make the changes appear in Photoshop Album:

- Choose Edit > Finish External Edit
- Select the unedited photo in the photo well. Then right-click and choose Finish External Edit.

If you don't want to keep the edits, choose Edit > Undo External Edit.

To cancel editing in Photoshop Album, Photoshop, or another image-editing application:

1 Return to Photoshop Album if you're in the other editing application.

2 Choose Edit > Cancel External Edit.

Managing versions of photos

When you edit a photo, all the changes you make are applied to a copy of the file. This is so that you can revert to the original file at any time. The topics in this section cover how to use the different versions of a photo (original, edited, and duplicated) and how you can troubleshoot some common file-management problems.

Reverting to an original photo

If you don't like the edits you made to a photo, you can return to the original version.

To revert to the original version of a photo:

1 Select one or more photos in the photo well.

2 Return one or more photos to their original version:

- If you selected one photo, choose Edit > Revert to Original. You can also right-click and choose Revert to Original.
- If you selected multiple photos, choose Edit > Revert Selected Photos to Original. You can also right-click and choose Revert Selected Photos to Original.

Replacing an original photo with an edited photo

If you don't want to keep the original version of a photo, you can replace it with the edited version.

Be very careful. You should use this feature only if you are confident that you'll never need the original version again, and you want to save disk space. Once you replace the original photo, you cannot recover the original information, and digital information is always lost in editing (except for rotating certain photos).

To replace the original version of a photo with the edited version:

1 Select one or more photos in the photo well.

2 Replace one or more photos with their edited version:

- If you selected one photo, choose Edit > Replace Original with Edited. You can also right-click and choose Replace Original with Edited.
- If you selected multiple photos, choose Edit > Replace Selected Originals with Edited. You can also right-click and choose Replace Selected Originals with Edited.

Duplicating photos

To create multiple versions of a photo which you can edit differently, you can use the Duplicate command to create a copy of the photo. The copied photo becomes a new file on your system and a new entry in the catalog. The copy appears next to the original in the photo well but is no longer linked to the original photo. Photoshop Album appends "-copy" to the filename so that you can tell which version of a duplicate file you're working with.

Duplicating a photo makes copies of any tags, captions, and notes associated with the it. You can save time and effort by adding tags, captions, and notes to a photo before duplicating it.

To duplicate a photo:

1 Select the photo you want to duplicate in the photo well.

2 Choose Edit > Duplicate Item. You can also right-click and choose Duplicate Item.

Note: *You cannot duplicate multiple items simultaneously. Also, the Duplicate Item command copies both the original of the photo and the edited copy, if there is one.*

Updating thumbnails

Once you have your photos in Photoshop Album, you should use Photoshop Album as the center of your photo work. If you need to edit a photo with another application, launch it from within Photoshop Album. (See "Fixing photos in other applications" on page 94.) That way, Photoshop Album will continue to keep track of your photos and their changes, and you will never need to go searching for them outside of the catalog.

If you use another application to edit a photo without launching the editor from within Photoshop Album, the thumbnail and file information in Photoshop Album will not reflect the edited photo. Fortunately, you can easily remedy this situation with the Update Thumbnail command.

To update a photo's thumbnail and file information:

1 Select one or more photos in the photo well that may have been edited independently of Photoshop Album.

2 Update the selected photos:

- If you selected one photo, choose Edit > Update Thumbnail. You can also right-click and choose Update Thumbnail.
- If you selected multiple photos, choose Edit > Update Thumbnail for Selected Items. You can also right-click and choose Update Thumbnails for Selected Items.

Reconnecting to missing files

If you move a photo, video clip, or audio clip file from its original location on your computer, Photoshop Album will not be able to locate it. In this case, a "file missing" icon appears on top of the item in the photo well. You can easily reconnect to the file using the Reconnect Missing File command.

The Reconnect Missing File dialog box also lets you select multiple items in the Missing Files List and then select a folder that they may have been moved to. After selecting a folder, the Reconnect command will reconnect all items that it can find. This works only for files that have been moved to a different folder but not renamed or deleted.

To reconnect to a missing file:

1 Select an item with the file missing icon in the photo well.

2 Choose Edit > Reconnect Missing File. You can also right-click and choose Reconnect Missing File from the context menu.

The Reconnect Missing Files dialog box opens with the missing file selected in the window on the left side. A preview of the missing file and information about the file are also displayed on the left. The right side of the dialog box shows the last known folder location of the file stored in Photoshop Album.

3 In the right side of the dialog box, navigate to locate the original file.

4 Click Reconnect. The Last Action pop-up menu lists the file reconnected during the current dialog session.

5 Click Close.

Note: *If you select a photo that has a missing file and try to print, e-mail, export, or do anything else that requires the original file, the Reconnect Missing Files dialog box will open automatically.*

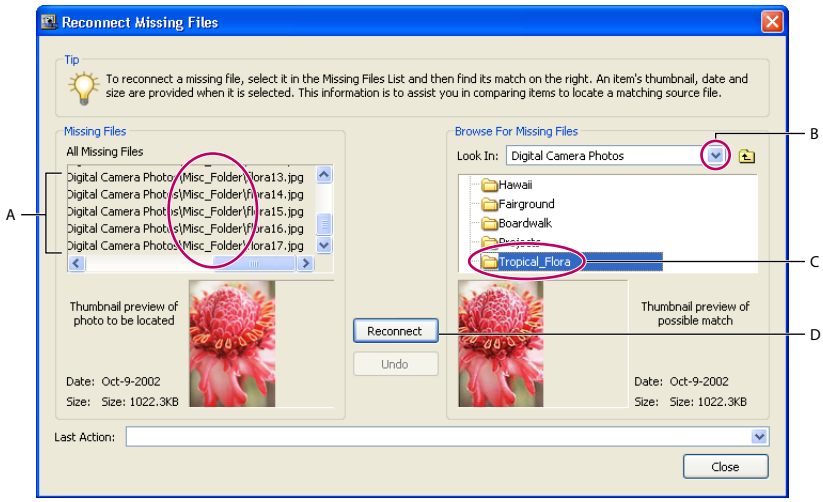
To reconnect multiple missing files:

1 Choose File > Reconnect All Missing Files from the menu bar. It's not necessary to select the missing-file items in the photo well. Photoshop Album starts a validation of all of the items in your catalog. If any items are found with missing source files, the Reconnect Missing Files dialog box opens with the missing files listed on the left side.

2 Select one or more of the missing files in the list. Shift-click to select files in a series. Ctrl-click to select nonadjacent files. Selecting a file displays a preview and information about it.

3 On the right side of the dialog box, navigate to locate and select a folder containing the missing files. A thumbnail preview of a possible match will be displayed, when a folder is selected.

4 Click Reconnect. Photoshop Album will reconnect all missing files for which there are matching files found in the folder you selected. The Last Action pop-up menu shows a list of the files reconnected during the current dialog session.


Reconnect Missing Files
Tip
To reconnect a missing file, select it in the Missing Files List and then find its match on the right. An item's thumbnail, date and size are provided when it is selected. This information is to assist you in comparing items to locate a matching source file.
Missing Files
All Missing Files
Browse For Missing Files
Look In: Digital Camera Photos
Hawaii
Fairground
Boardwalk
Tropical_Flora
Thumbnail preview of photo to be located
Thumbnail preview of possible match
Reconnect
Undo
Date: Oct-9-2002
Size: Size: 1022.3KB
Last Action:
Close
A
B
C
D

Reconnecting multiple missing files
A. Select one or more missing items from an old folder location. **B.** Navigate to the new folder location. **C.** Select the folder (you do not have to select individual files). **D.** Click Reconnect.

Note: *The files that could not be reconnected will still be visible in the missing files list.*

5 Click Close.

If you accidentally connect to the wrong file while reconnecting a missing file, you can either click the Undo button in the Reconnect Missing Files dialog box or use some other method like renaming or deleting to disconnect the file that you've just accidentally connected. The file to disconnect can be located by using its path in the Properties pane.

Removing items from the catalog

If you don't want a photo, video clip, audio clip, or creation to appear in your Photoshop Album catalog, you can remove it without deleting the original file.

To remove items from the catalog:

1 Select one or more items in the photo well.

2 Delete one or more items from the catalog:

- If you selected one item, choose Edit > Delete from Catalog from the menu bar. You can also right-click and choose Delete from Catalog.
- If you selected multiple items, choose Edit > Delete Selected Items from Catalog from the menu bar. You can also right-click and choose Delete Selected Items from Catalog.

3 To delete the original file, select Also Delete Selected Item(s) from The Hard Disk.

4 Click OK.

Undoing and redoing operations

The Undo command lets you undo an operation if you make a mistake. The Redo command lets you reapply the last operation quickly and easily.

To undo or redo an operation:

Choose Edit > Undo *name of operation* from the menu bar or Edit > Redo *name of operation* from the menu bar.

Copying photos to other applications

You can copy photos and video clips from your Photoshop Album catalog to other applications by dragging them or using the Copy and Paste commands. However, Photoshop Album does not track any changes you make to a photo in the other application unless you reimport it. To edit photos in other applications, see "Fixing photos in other applications" on page 94.

To copy photos and video clips to other applications:

1. Select one or more items you want to copy in the photo well.
2. Copy the items to the other application:

- Drag the items from the Photoshop Album photo well to an open file in the other application.
- Choose Edit > Copy, and then choose Edit > Paste in the other application.

Making Creations from Your Photos

Sharing your photos with Photoshop Album creations

The best thing about photos is sharing them with friends and family. Whether the photos are viewed in an album, in a slideshow, through TV, or on a Web page, it's a joy to watch people's faces brighten when they see your photos.

Photoshop Album makes it easy to use your photos and video clips in photo albums, slideshows, video CDs, greeting cards, calendars, eCards, photo books, and Web sites. In Photoshop Album, these items are called *creations*.

Making a creation is easy

To make a creation, you select the photos and video clips you want to use, arrange them in an area called the *Workspace*, and then use the *Creations Wizard*. The Creations Wizard lets you choose from an assortment of templates depending on what you want to create. Each template offers different styles so you can customize the design of your creation. To make even more creations, just click the Download New Templates button in the Creations Wizard to download additional templates from Adobe photo merchandise partners.

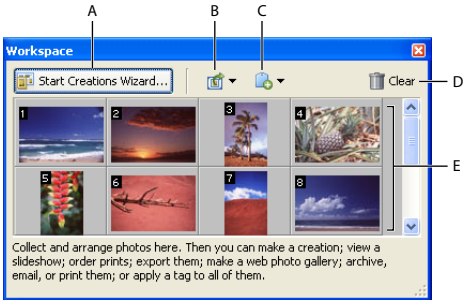
The great thing about creations is that you can share them in a variety of ways. For example, you can print a greeting card or calendar, e-mail an eCard to a friend, burn an album onto a CD or DVD, or save a slideshow as a PDF file.

Arranging photos in the Workspace

If you know exactly what items you're going to use in your creation, select those items first. When you click the Create button, the selected items are copied to the Photoshop Album Workspace. If no items are selected, then an empty Workspace is opened. In either case, you can drag items into the Workspace after it is open. Once photos and video clips are in the Workspace, you can arrange them in any order you want before launching the Creations Wizard to finish your creation. For more information about using the Creations Wizard, see "Using the Creations Wizard" on page 105.

Note: *If you're adding an .mov video file to your creation, your computer must have QuickTime installed.*

The items in the Workspace can be used and reused in different creations. In addition to arranging your photos and video clips for Photoshop Album creations, you can attach tags, play a slideshow, export, create a Web Photo Gallery, Adobe Atmosphere 3D Gallery, archive, e-mail, or print with the items in the Workspace. If you want to use the Workspace for something other than a creation, just open it and then drag items into the Workspace.


A
B
C
Workspace
Start Creations Wizard...
Clear
D
E
Collect and arrange photos here. Then you can make a creation; view a slideshow; order prints; export them; make a web photo gallery; archive, email, or print them; or apply a tag to all of them.

The Workspace
A. Start Creations Wizard button **B.** Select Command button **C.** Attach tags button
D. Clear button **E.** Items arranged as you want

Note that the Workspace is cleared any time you start a new creation, so do not use it as a place to store items. If you've assembled a set of items in the Workspace that you want to keep together, create a tag and apply that tag to all the items (using the Workspace's Apply tags button).

To view the Workspace:

Do one of the following:

- Click the Create button on the shortcuts bar.
- Click the Show or Hide Workspace button in the options bar.
- Choose View > Workspace from the menu bar.

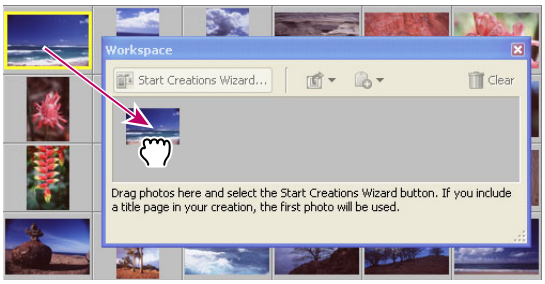
You can resize the Workspace for your convenience. Place the pointer over a side or corner of the window. When the pointer changes to a double-headed arrow, drag the window border to enlarge or reduce the Workspace.

To add photos and video clips to the Workspace:

Select one or more items (photos and video clips only) in the photo well and do one of the following:

- Click the Create button in the shortcuts bar.
- Drag the items into the Workspace window.
- Right-click one of the selected items and choose Add Selected Items to the Workspace from the context menu.
- Choose Edit > Add Selected Items to Workspace.

Note: *If you decide to add more items to the group currently in the Workspace, do not click the Create button to add new items. Photoshop Album will think that you're starting a new creation. The items currently in the Workspace will be deleted and replaced by the new items.*


Workspace
Start Creations Wizard...
Clear
Drag photos here and select the Start Creations Wizard button. If you include a title page in your creation, the first photo will be used.

Dragging an item into the Workspace

To rearrange items in the Workspace:

Drag the item to a different position in the Workspace. A yellow line indicates where the item will be placed when you release the mouse button. Rearranging items in the Workspace is useful for establishing the order of photos in a slideshow or an album.

Workspace
Start Creations Wizard...
Clear
Drag photos here and select the Start Creations Wizard button. If you include a title page in your creation, the first photo will be used.

Dragging an item to a different location in the Workspace

To remove items from the Workspace:

Do one of the following:

- Right-click an item and choose Remove from Workspace in the context menu.
- Drag an item onto the Clear button at the top of the Workspace.
- To remove all items, click the Clear button.

To attach a tag to all of the items in the Workspace:

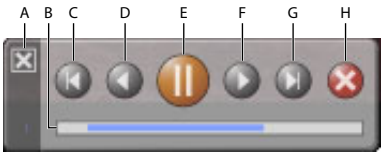
Click the Attach Tag button at the top of the Workspace, and choose the tag you want to attach from the pop-up menu. For more information about attaching tags to photos, see "Attaching and removing tags to photos" on page 48.

Note: *You cannot tag individual items in the Workspace. You can, however, right-click an item in the Workspace and select Find in Photo Well; then you can tag it in the Photo Well.*

To play a slideshow of the items in the Workspace:

Click the Select Command button at the top of the Workspace, and choose Play Slideshow from the pop-up menu. Photoshop Album switches to full-screen preview mode and displays each item based on its order in the Workspace. Use the buttons in the control panel to control the slideshow. Press the Close button or the Esc key to quit the slideshow and return to the Workspace.

Note: *To learn more about setting preferences for slideshows, see "Viewing photos as instant slideshows" on page 79.*



Slideshow Control Panel
A. Close control panel **B.** Playback indicator bar **C.** Go to the beginning **D.** Rewind
E. Play/Pause **F.** Fast Forward **G.** Go to the end **H.** Close slideshow

To share, print, e-mail, and export items from the Workspace:

Click the Select Command button at the top of the Workspace, and choose one of the following options:

Order Prints: For information about ordering prints from an online service, see "Ordering prints from online services" on page 139.

Export: For information about exporting, see "Exporting photos" on page 131.

Web Photo Gallery: For information about creating a Web Photo Gallery, see "Creating a photo gallery for the Internet" on page 119.

Adobe Atmosphere 3D Gallery: For information about creating an Adobe Atmosphere 3D Gallery, see "Creating an Adobe Atmosphere 3D Gallery for the Internet" on page 121.

Archive: For information about archiving your photos and creations, see "Archiving your photos on CD or DVD" on page 65.

E-mail: For information about e-mailing your photos and creations, see "Sharing photos using e-mail" on page 127.

Print: For information about printing using the printer connected to your computer, see "Printing photos at home" on page 133.

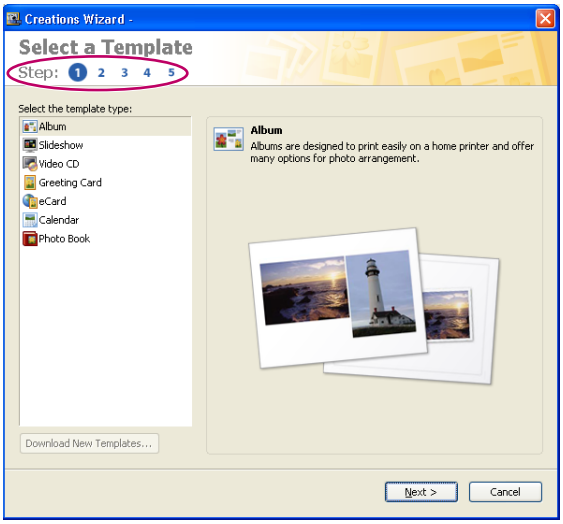
To find an item in the photo well from the Workspace:

Do one of the following:

- Double-click the photo in the Workspace. The photo well displays a yellow border around the selected photo. If necessary, the photo well scrolls to display the photo.
- Right-click a photo and choose Find in Photo Well from the context menu. If necessary, the photo well scrolls to display the photo.

Using the Creations Wizard

Once you've arranged your photos in the Workspace, launch the Creations Wizard, which guides you through creating albums, slideshows, video CDs, greeting cards, eCards, calendars, and photo books in a few easy steps. First, you select a template and choose a style for your template. Next you customize your creation and preview it. Finally, you publish it. When you're done, the Creations Wizard saves the creation so you can reaccess it at any time from the photo well.



The Creations Wizard guides you through making a creation in five easy steps.

To learn more about each type of creation that's made using the Creations Wizard, see "Creating albums" on page 109, "Creating slideshows" on page 110, "Creating video CDs" on page 112, "Creating greeting cards" on page 113, "Creating eCards" on page 114, "Creating calendars" on page 115, and "Creating photo books" on page 116.

Note: *The Web Photo Gallery and Adobe Atmosphere 3D Gallery are not created using the Creations Wizard. For more information about these gallery options, see "Creating a photo gallery for the Internet" on page 119 and "Creating an Adobe Atmosphere 3D Gallery for the Internet" on page 121.*

To use the Creations Wizard:

1 Select the photos and video clips you want to use in the creation. Then do one of the following to add the items to the Workspace:

- Click the Create button in the shortcuts bar.
- Right-click an item and choose Add Selected Items to the Workspace from the context menu.
- Choose Creations > New from the menu bar.

2 If necessary, rearrange the items in the Workspace. You can also add or delete items.

3 Click the Start Creations Wizard button.

4 Follow the instructions in the wizard to select a template, choose a style, and customize your creation. To move between screens, click a step number at the top of the wizard or use the Back or Next buttons.

To learn more about the options for each type of creation, see "Creating albums" on page 109, "Creating slideshows" on page 110, "Creating video CDs" on page 112, "Creating greeting cards" on page 113, "Creating eCards" on page 114, "Creating calendars" on page 115, and "Creating photo books" on page 116.

Note: *Periodically, new templates will become available. To download new templates from an Adobe photo merchandise partner, click the Download New Templates button in step 1 of the Creations Wizard and follow the on-screen instructions.*

5 To preview your creation, click the navigation buttons or the Full Screen Preview button in step 4 of the Creations Wizard. For more information, see "Previewing and editing creations" on page 107.

6 When you get to step 5 of the Creations Wizard, you're ready to publish and save your creation. To publish your creation, choose an item from the list under Output Options. To learn more about the options, see "Printing photos at home" on page 133, "Sharing photos using e-mail" on page 127, "Archiving your photos on CD or DVD" on page 65, and "Using online services" on page 139.

PDF is a universal file format that can be read by anyone, anywhere, who has the free Adobe Acrobat Reader software on his or her computer. PDF provides a better photo-viewing experience for your recipients by packaging up all the individual photos into a slideshow, complete with transitions. Your recipients can download the free Acrobat Reader from the Adobe Web site (http://www.adobe.com).

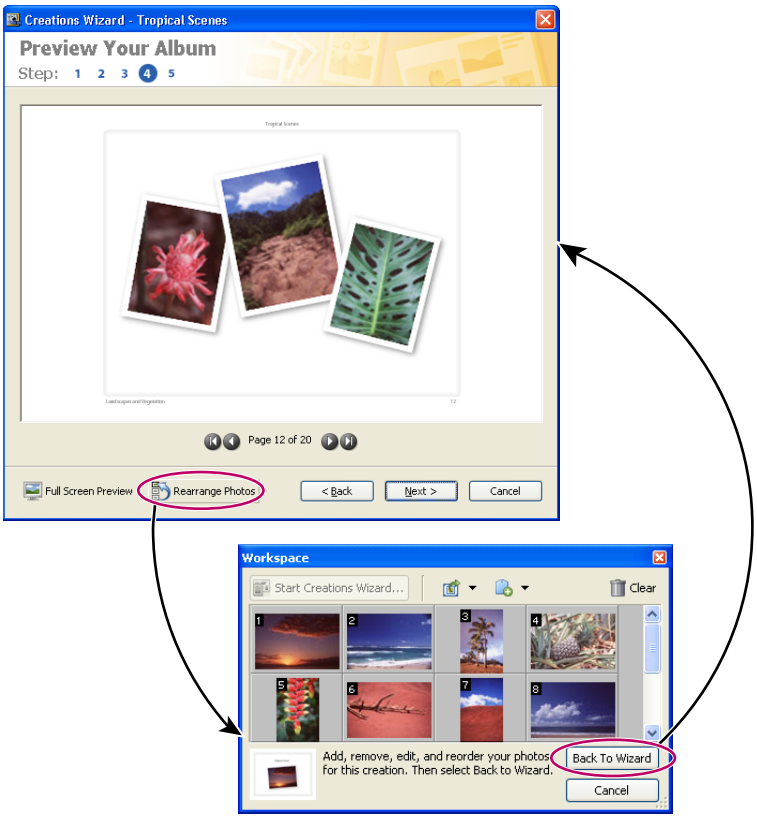
7 Type a project name in the Name text box, and then click Done. If the Use Title for Name option is selected, then the title you typed in step 3 will be used as the project name and the Name text box will be unavailable.

Photoshop Album automatically saves the description of your creation in your catalog and adds a thumbnail of it to the photo well. You can reaccess your creation and publish it to a PDF file or other format at any time by opening it from the photo well. To learn how, see "Opening saved creations" on page 118.

Note: *Saved creations in the photo well reference the latest version of photos. If you change a photo or remove it after you save a creation, the creation is updated.*

Previewing and editing creations

Preview your creation to make sure that all the photos are the right size and in the correct order. If they're not, exit the Creations Wizard to rearrange, crop, or otherwise edit the photos.



The Rearrange Photos button and the Back to Wizard button guide you between step 4 of the Creations Wizard and the Workspace.

To preview your creation:

Click the navigation buttons in the step 4 screen of the Creations Wizard or click the Full Screen Preview button. In the Full Screen Preview, if your creation has multiple pages, they are displayed as a slideshow. Press Esc to quit the slideshow and return to the Creations Wizard.

To edit the items in a creation:

1 Click the Rearrange Photos button at the bottom of the Creations Wizard. Photoshop Album opens the Workspace with all the photos from your creation.

2 Do any of the following:

- To rearrange the items in a creation, drag the items into the desired order. For more information, see "Arranging photos in the Workspace" on page 101.
- To crop or otherwise fix a photo, double-click the item in the Workspace to select it in the photo well, and then click the Fix button in the shortcuts bar. Use the Fix Photo dialog box to make the desired edits. For more information, see "Fixing photos in Photoshop Album" on page 84.

- To change the text or audio caption for a photo, double-click the item in the Workspace to select it in the photo well, and then, if necessary, click the Show or Hide Properties Pane button in the options bar. Then type the desired text in the Caption field or record a new audio caption. For more information, see "Adding information about a photo" on page 56.

3 Click the Back to Wizard button and finish publishing your creation.

If you have to back out of the Creations Wizard to make changes, you don't need to repeat the steps for selecting a template, choosing a style, and customizing your creation, because Photoshop Album remembers the previous settings. Click Step 5 to go directly to the publishing screen of the wizard. For complete instructions, see "Using the Creations Wizard" on page 105.

Downloading templates from online services

Occasionally, Adobe's partners will make new templates available for your creations. You can download these templates from online services easily. For information about adding online services for Photoshop Album, see "Adding online services" on page 139.

To download items from online services:

1 Do one of the following:

- Choose Online Services > Download and then choose an item you want to download from the pop-up menu.
- If you're in step 1 of the Creations Wizard, click the Download New Templates button.

2 If an End User License Agreement appears on your screen, read through the agreement and then click the Agree button. Clicking the Disagree button ends the download process and returns you to Photoshop Album.

3 When the Online Services Wizard dialog box appears, read the message and click OK.

4 At the next Online Services Wizard dialog box screen, select the items you want to download. To see the items you've previously downloaded, click the Show Previously Installed Items check box. Click the Download button to download the items you selected.

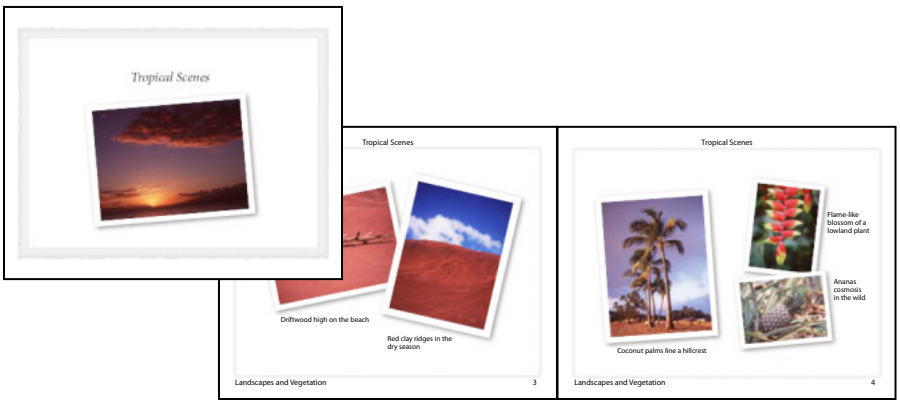
Shift-click to select more than one item to download.

5 Click the Download button. A progress screen shows you the status of the downloads.

6 Click the Finish button in the Online Services Wizard dialog box.

Creating albums

Putting together a photo album using traditional methods can be a time-consuming process, requiring a lot of patience. In Photoshop Album, you can lay out your photos and then print an album on your home printer quickly and easily. Photoshop Album provides a variety of templates for creating albums with different styles and layouts.


Tropical Scenes
Tropical Scenes
Driftwood high on the beach
Red clay ridges in the dry season
Landscapes and Vegetation 3
Tropical Scenes
Flame-like blossom of a lowland plant
Ananas cosmosis in the wild
Coconut palms line a hillcrest
Landscapes and Vegetation 4

Example of an album creation

To create an album:

1 Use the Creations Wizard to create an album. For instructions on using the Creations Wizard, see "Using the Creations Wizard" on page 105.

2 When you get to step 3 in the Creations Wizard, set the following options to customize your album:

Title: Select this option if you want your album to have a title page. Then type a title in the Title text box. The first photo will be used on the title page. The caption for the first photo will not be used, even if you've selected to display captions.

Photos Per Page: Choose the number of photos you want to appear on each page from the Photos Per Page pop-up menu.

Include Captions: Select this option if you want text from the Caption field to appear under each photo (except the cover photo). Be sure that your photos have captions, or nothing will show underneath them in the album. For more information on entering a caption, see "Adding captions to photos" on page 57.

Include Page Numbers: Select this option if you want your album to have page numbers.

Header and Footer: Select these options if you want a header and footer for the pages of your album, and then type the text in the text boxes.

3 Click Next or step 4 to preview your album. Use the navigation buttons in the Creations Wizard to preview the album pages, or click the Full Screen Preview button to preview your album at full-screen size.

Note: *If you need to change or add captions for your photos, click the Rearrange Photos button to exit the Wizard. For more information, see "Previewing and editing creations" on page 107.*

4 Click Next or Step 5 to publish and save your album. For more information, see Step 5 in "Using the Creations Wizard" on page 105.

Creating slideshows

Slideshows automatically present your photos in the sequence you specify. Photoshop Album slideshows also include a control panel to let the viewer control the playback. Slideshows are an excellent way to share your photos via e-mail or CD. Photoshop Album provides a variety of slideshow templates that are designed to be viewed on computer screens and televisions. You can even add background music and transitions to your slideshows.

Slideshows let you specify different transitions between photos
A. Slide 1 **B.** Fade transition **C.** Slide 2

To create a slideshow:

1 Use the Creations Wizard to create a slideshow. For complete instructions, see "Using the Creations Wizard" on page 105.

2 When you get to step 3 in the Creations Wizard, set the following options to customize your slideshow:

Title: Select this option if you want your slideshow to have a title splash screen. Then type a title (30 characters maximum) in the text box. The first photo will be used on the title page. The caption for the first photo will not be used, even if you've selected to display captions.

Photos Per Page: Choose the number of photos you want to appear on each screen from the Photos Per Page pop-up menu.

Include Captions: Select this option if you want text from the Caption field to appear under each photo. Be sure that your photos have captions, or nothing will show underneath them in the slideshow. For more information on entering a caption, see "Adding captions to photos" on page 57.

Background Music: If you want background music to play during the slideshow, choose a file from the Background Music pop-up menu or click Browse to locate an MP3 or .wav file on your computer. The pop-up menu lists only music files that have been imported into your catalog. If you select a music file with the Browse button, it will be automatically imported for you.

Play Audio Captions: Select this option to play audio captions that you previously recorded for the photos in your slideshow. For more information on making audio captions, see "Adding audio captions to photos" on page 58.

Note: *If you need to change the audio caption for a photo, click Rearrange Photos in step 4 of the Creations Wizard. For more information, see "Previewing and editing creations" on page 107.*

Transition: Choose how you want one photo to transition to the next from the Transition pop-up menu.

Page Duration: Choose how long you want each photo to be displayed on-screen from the Page Duration pop-up menu. You can also type a number into the Page Duration text box.

Include Play Controls: Select this option to include controls for playing and stopping the slideshow.

Pause on Start/Manual Advance: Select this option if you don't want your slideshow to advance automatically. The slideshow displays the first page and advances only when the viewer clicks the Play controls.

Allow Video to Resize: Select this option if you want the video clip to resize itself to the dimensions of the slideshow's window.

Note: *Keep in mind that changing the playback size of a video clip may affect its image quality. Because video clips are generally relatively low resolution, they usually look best when they are shown at their original resolution and not allowed to resize.*

Start Slideshow Automatically: Select this option if you want the slideshow to display the first page at full-screen and then automatically play the rest of its photos. If this option is not selected, the slideshow opens in an Acrobat Reader (or Acrobat) window. Then, the viewer can choose to either play the slideshow or view the pages in the Acrobat Reader window (but without audio, video, or transitions).

Repeat Slideshow: Select this option if you want the slideshow to repeat continually when someone plays it.

3 Click Next or Step 4 to preview your slideshow. Use the navigation buttons in the Creations Wizard to preview the slides, or click the Full Screen Preview button to preview your slideshow at full-screen size.

Note: *If you need to change or add captions for your photos, click Rearrange Photos to exit the wizard. For more information, see "Previewing and editing creations" on page 107.*

4 Click Next or Step 5 to publish and save your slideshow. For more information, see step 5 in "Using the Creations Wizard" on page 105.

Creating video CDs

Video CDs are designed primarily for viewing on a television when played in a DVD player. Video CDs can also be played on many computers. Playing a video CD on a computer requires a DVD drive and DVD player software that is compatible with the video CD format.

Video CDs are designed for viewing on a television monitor.

To create a video CD:

1 Use the Creations Wizard to create a video CD. For complete instructions, see "Using the Creations Wizard" on page 105.

2 When you get to step 3 in the Creations Wizard, set the following options to customize your video CD:

Title: Select this option if you want your video CD to have a title screen. Then type a title (20 characters maximum) in the text box.

Background Music: If you want background music to play during the slideshow, choose a file from the Background Music pop-up menu or click Browse to locate a MP3 or .wav file on your computer.

Transition: Choose how you want one photo to transition to the next photo from the Transition pop-up menu.

Page Duration: Choose how long you want each photo to be displayed on-screen from the Page Duration pop-up menu.

Allow Video to Resize: Select this option if you want the video clip to resize itself to the dimensions of the template's window.

Note: *Keep in mind that changing the playback size of a video clip may affect its image quality.*

Include Captions: Select this option if you want text from the Caption field to appear under each photo. Be sure that your photos have captions, or nothing will show underneath them in the video CD. For more information on entering a caption, see "Adding captions to photos" on page 57.

Note: *If you need to change or add captions for your photos, click the Rearrange Photos button in step 4 of the Creations Wizard. For more information, see "Previewing and editing creations" on page 107.*

3 Click Next or Step 4 to preview your slideshow. Use the navigation buttons in the Creations Wizard to preview the pages, or click the Full Screen Preview button to preview the images for your video CD at full-screen size.

Note: *If you need to change the audio caption for a photo, click the Rearrange Photos button to exit the Wizard. For more information, see* *"Previewing and editing creations" on page 107*.

4 Click Next or Step 5 to publish and save your slideshow. For more information, see step 5 in "Using the Creations Wizard" on page 105.

Creating greeting cards

Making your own greeting cards is a great way to personalize a gift and save money. Photoshop Album provides a variety of templates for creating cards that you can print on your home printer.

Greetings from Hawaii
Wish you could be here. The weather's great and the scenery is amazing. We're off for a swim at Kaanapali beach... See you soon!
ALOHA!

Example of a greeting card creation

To create a greeting card:

1 Use the Creations Wizard to create a greeting card. For complete instructions, see "Using the Creations Wizard" on page 105.

Note: *The greeting card creation will use only the first photo in the Workspace. All the other items (including video clips) are ignored.*

2 When you get to step 3 in the Creations Wizard, set the following options to customize your greeting card:

Title: Type a title in the text box for the text that will appear on the front of the card next to or below the photo.

Greeting: Type a greeting in the text box for the salutation that appears at the top inside the card.

Message: Type a message in the text box for the text that appears below the greeting inside the card.

3 Click Next or Step 4 to preview your greeting card. Use the navigation buttons in the Creations Wizard to preview the pages, or click the Full Screen Preview button to preview your greeting card at full-screen size.

4 Click Next or Step 5 and click Print in the Output Options list to print your greeting card. Once the page is printed, fold the page in half, and then fold in half again to finish your card. For more information on printing from Photoshop Album, see "Printing photos at home" on page 133.

Creating eCards

Cards no longer have to be delivered by the postal service; now you can send personal greetings via e-mail or CD. Photoshop Album provides a variety of eCard templates that are designed to be viewed on computer screens. You can even add background music and audio captions to your eCards.

Note: *Photoshop Album uses only one photo for the front page of your eCard. If you have more than one photo in the Workspace when creating your eCard, Photoshop Album selects the first photo in the Workspace and ignores the rest.*

Example of an eCard creation

To create an eCard:

1 Use the Creations Wizard to create a eCard. For complete instructions, see "Using the Creations Wizard" on page 105.

2 When you get to step 3 in the Creations Wizard, set the following options to customize your eCard:

Title: Type a title in the text box for the text that will appear on the front of the card next to or under the photo.

Greeting: Type a greeting in the text box for the salutation that appears at the top inside the card.

Message: Type a message in the text box for the text that appears below the greeting inside the card.

Signature: Type a name in the text box for the signature that appears at the bottom inside the card.

Background Music: If you want background music to play when someone opens the eCard, choose a file from the Background Music pop-up menu or click Browse to locate an MP3 or .wav file on your computer.

Play Audio Captions: Select this option to play an audio caption that you previously recorded for the photo in your eCard. For more information on making audio captions, see "Adding audio captions to photos" on page 58.

Transition: Choose how you want the front page of your eCard to shift to the inside page from the Transition pop-up menu.

Page Duration: Choose how long you want each page of your eCard to be displayed from the Page Duration pop-up menu.

Include Play Controls: Select this option to include controls for playing and stopping the the playback of your eCard.

Pause on Start/Manual Advance: Select this option if you don't want the eCard to advance automatically. The eCard will advance to the inside page only when the viewer clicks the Play controls.

Allow Video to Resize: Select this option if you want the video clip to resize itself to the dimensions of the eCard.

Note: *Keep in mind that changing the playback size of a video clip may affect its image quality.*

3 When you're done setting options, click Next or Step 4 to preview your eCard. Use the navigation buttons in the Creations Wizard to preview the pages, or click the Full Screen Preview button to preview your eCard at full-screen size.

Note: *If you need to change the audio caption for a photo, click Rearrange Photos to exit the Wizard. For more information, see "Previewing and editing creations" on page 107.*

4 Click Next or Step 5 and click E-mail in the Output Options list to e-mail your eCard. For more information on e-mailing from Photoshop Album, see Step 5 in "Sharing photos using e-mail" on page 127.

Creating calendars

Making your own calendars is a great way to enjoy your photos every month of the year. Photoshop Album provides a variety of templates for creating calendars that you can print on your home printer. All you have to do is specify a range of months, and Photoshop Album does the rest for you.

Example of a calendar creation

To create a calendar:

1 Use the Creations Wizard to create a calendar. For complete instructions on using the Creations Wizard, see "Using the Creations Wizard" on page 105.

2 When you get to step 3 in the Creations Wizard, set the following options to customize your calendar:

Title: Select this option if you want your calendar to have a title page, and then type a title in the text box. Depending on the style you selected, the title will appear on the cover page of the calendar either next to or below the photo.

Starting: Choose the month and year you want your calendar to start.

Ending: Choose the month and year you want your calendar to end.

Include Captions: Select this option if you want text from the Caption field to appear under each photo (except the cover photo). Be sure that your photos have captions, or nothing will show underneath them in the calendar. For more information on entering a caption, see "Adding captions to photos" on page 57.

3 Click Next or Step 4 to preview your calendar. Use the navigation buttons in the Creations Wizard to preview the pages, or click the Full Screen Preview button to preview your calendar at full-screen size.

Note: *If you need to change or add captions for your photos, click Rearrange Photos to exit the Wizard. For more information, see* *"Previewing and editing creations" on page 107*.

4 Click Next or Step 5 to publish and save your calendar. You'll probably print your calendar by clicking Print from the Output Options list. For more information on printing from Photoshop Album, see "Printing photos at home" on page 133. For more information the other output options, see "Sharing photos using e-mail" on page 127, "Archiving your photos on CD or DVD" on page 65, and "Using online services" on page 139.

Creating photo books

When you want a special way to preserve your memories, consider creating a photo book. You can have your photos put into an elegant hardcover book from a professional publisher. All you have to do is set up your book using the Creations Wizard and then place your order online. You will receive your photo book in the mail.

Example of a photo book creation

To create a photo book:

1 Select the photos you want to use and make sure that they are in the Workspace.

2 Launch the Creations Wizard. (See "Using the Creations Wizard" on page 105.)

3 On the first screen of the Creations Wizard, select Photo Book for the template type. You can also click Download New Templates to see if new templates are available. You must be connected to the Internet to download templates. Click Next.

4 Select a style for your photo book, and click Next.

5 Set the following options to customize your photo book:

Title: Type a title in the Title text box. The title appears on the cover of the photo book.

Subtitle and Author: Type a subtitle and a name in the Subtitle and Author text boxes. This text will appear on the first page of the photo book.

Header and Footer: Type text for the header and footer of the photo book.

Include Captions: Select this option if you want text from the Caption field to appear under each photo. Be sure that your photos have captions, or nothing will show underneath them in the photo book. For more information on entering a caption, see "Adding captions to photos" on page 57.

Include Page Numbers: Select this option if you want your photo book to have page numbers.

6 Click Next or Step 4 to preview your photo book. Use the navigation buttons in the Creations Wizard to preview the pages, or click the Full Screen Preview button to preview your photo book at full-screen size.

Note: *If you need to change or add captions for your photos, click Rearrange Photos to exit the Wizard. For more information, see "Previewing and editing creations" on page 107.*

7 Click Next or Step 5 to publish and save your photo book. For more information, see step 5 in "Using the Creations Wizard" on page 105. Click Order Online under Output Options to have an Adobe photo merchandise partner print your book. Follow the on-screen instructions to place your order.

Ordering from online services

The Online Services feature allows you to send creations from Photoshop Album to remote service providers. The service list may be updated each time you select the Online Services command, so check it occasionally for new services. After you've created a photo album, you can have it printed and bound by an online service. For more information on setting up online services, see "Adding online services" on page 139.

To select an online service:

1 Do one of the following:

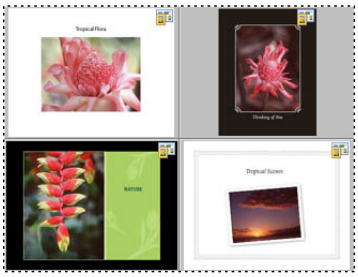
- Click the Order Online button .
- Choose File > Online Services.

2 Choose a service from the list.

Opening saved creations

When you click the Done button in the Creations Wizard, Photoshop Album saves your creation for you. Saved creations appear in the photo well along with all your photos. The creations are identified with a creations icon in the upper-right corner. You can open saved creations at any time to make changes or republish them.

Note: *Creations are not visible when the photo well is sorted by Import Batch or by Folder Location because creations are not imported and do not reside in folders. Make sure to choose any other view from the Sort menu located in the options bar. Also, the display of creations in the photo well can be enabled or disabled by choosing View > Media Types from the menu bar and selecting/deselecting the Creations option.*



Saved creations in the photo well

To find all your creations:

Choose Find > By Media Type > Creations from the menu bar.

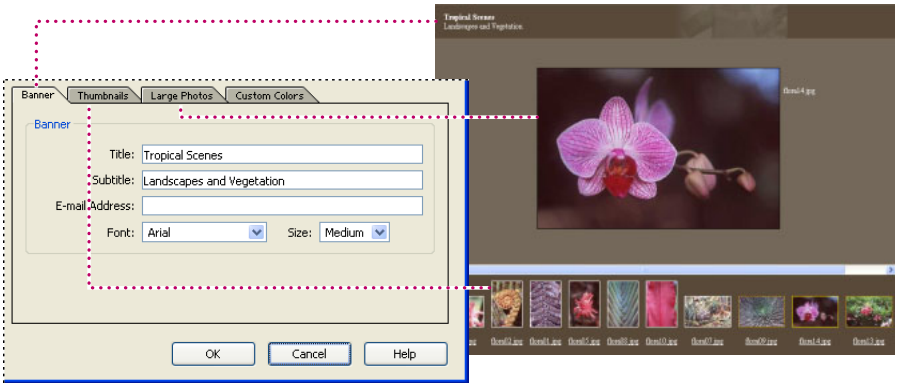
To open a saved creation in the Creations Wizard:

Do one of the following:

- Double-click a creation in the photo well.
- Right-click a creation in the photo well and choose either Preview, Publish, or Edit from the context menu.
- Choose Creations > Open. Then select the creation you want to open from the Open Creation list, and click OK.

Creating a photo gallery for the Internet

Creating a Web Photo Gallery is an easy way to share your photos on the Internet. You don't have to know anything about HTML programming to create a photo gallery because Photoshop Album does all the work for you.



You can specify the appearance of different elements in your Web Photo Gallery

To create a Web Photo Gallery:

1 Select the photos you want to include in your Web Photo Gallery.

2 Do one of the following:

- Choose Creations > Web Photo Gallery.
- Click the Create button on the shortcuts bar. In the Workspace window, click the Select Command button and choose Web Photo Gallery from the menu.

3 Choose a style from the Gallery Style pop-up menu. A preview of the home page for the chosen style appears on the right side of the dialog box.

4 Type a name in the Site Folder text box for the folder that will contain your gallery files. When you're done creating the Web Photo Gallery, you'll copy these files to a Web server. If necessary, click Browse and select the location where you want to save the Web Photo Gallery files.

5 Click the Banner tab, if it's not already active. Then set the following options to customize the title banner in your Web Photo Gallery:

Title: Type a name for your gallery in the Title text box. This title will appear on your Web page and in the browser's title bar.

Subtitle: Type a subtitle in the Subtitle text box if you want a subtitle in your Web Photo Gallery. Depending on the template chosen, the subtitle may appear in the footer, the header, or not at all. Keep in mind that it's not necessary to give your Web Photo Gallery a subtitle.

E-mail Address: Type your e-mail address in the E-mail Address text box if you want your e-mail address to appear in your Web Photo Gallery. In some templates, the e-mail address will not appear.

Font and Size: Choose font and size options from the Font and Size pop-up menus.

6 Click the Thumbnails tab. Then set the following options to customize the thumbnails in your Web Photo Gallery:

Thumbnail size: In the Photos section, choose a size option from the Thumbnail Size pop-up menu.

Font and Size: To label your gallery thumbnails, choose Font and Size options in the Captions section, and then select one or more Use options: Filename, Caption, and Date.

Use Filename, Caption, or Date: Select one or more options to specify the text that appears with the thumbnails.

Note: *If you select the Use Caption option, make sure that your photos have captions, or nothing will appear under the thumbnails. See "Adding captions to photos" on page 57.*

7 Click the Large Photos tab. Then set the following options to customize the full-size photos in your Web Photo Gallery:

Resize Photos: Select this option if you want the photos resized for the gallery pages. Then choose an image size from the pop-up menu. Choose X-Large if you aren't concerned about download speed for viewers of your Web pages and want the photos to roughly fill the screen. Use the smaller sizes if you want the pages to load more quickly over a slow connection. If you want viewers to see your full-resolution photos, you can choose not to resize. If your photos are of greater than 1-Megapixel resolution, then they will be larger than the screen resolution for most viewers and will take a long time to download.

Photo Quality: Drag the slider bar to designate the quality level for your photos. Keep in mind that better image quality also means a larger file size and longer download times for viewers of your Web pages.

Font and Size: Choose Font and Size options from the Font and Size pop-up menus.

Use Filename, Caption, or Date: Select one or more options to specify the text that appears with the full-size gallery photos.

Note: *If you select the Use Caption option, make sure that your photos have captions, or nothing will appear under them. See "Adding captions to photos" on page 57.*

8 To specify color elements in your gallery, click the Custom Colors tab. To change the color of a particular element, click its color swatch, and then select a new color using the Color Picker. For example, to change the background color of each page, click the Background swatch; to change the background color of the text banner, click the Banner swatch.

9 Click OK to create the gallery and preview it in the Web Photo Gallery Browser window. Photoshop Album places the following HTML and JPEG files in your destination folder:

- JPEG images inside the Images subfolder
- HTML pages inside the Pages subfolder
- JPEG thumbnail images inside the Thumbnails subfolder
- Index HTML file for the home page of your Web gallery

10 Copy the contents of the destination folder to a Web server. For information on how and where to transfer the files, contact your Internet service provider.

Creating an Adobe Atmosphere 3D Gallery for the Internet

Making an Adobe Atmosphere 3D Gallery is a unique and creative way to share your photos on the Internet. Your photos are placed on the walls of a virtual gallery building, where users can "walk around" in the unique 3D space to view your images. It's even possible for multiple visitors to view the gallery at the same time so you can also chat with friends and family about your photos.

You can replace any world shipped with Photoshop Album with your own designed world by placing the new gallery .aer file into one of the template folders in Program Files/Adobe/Photoshop Album/Shared Assets/AtmosphereWebGallery. Also, if you have Atmosphere Builder, you can open up any of the template gallery .aer world files and edit them at will.

Example of an Adobe Atmosphere 3D Gallery

To create an Adobe Atmosphere 3D Gallery:

1 Select the photos you want to include in your Adobe Atmosphere 3D Gallery.

2 Choose Creations > Adobe Atmosphere 3D Gallery.

3 Choose a style from the Gallery Style pop-up menu. A preview of the Adobe Atmosphere 3D Gallery for the chosen style appears on the right side of the dialog box.

4 Select the Enable Chat option if you want to let multiple visitors be present in your gallery at the same time. If other visitors are present, each visitor will be represented by a human figure or "avatar" that appears in your world. These avatars are able to walk around, representing the visitors' navigation through your gallery.

The final Web page containing your gallery will also include a check box for showing or hiding the chat area. When shown, a field will be present for you to type in your comments. You will also be able to see the comments and responses of your visitors.

The chat and multiple visitors option will function only if you place your Adobe Atmosphere 3D Gallery on a Web server. For information on how and where to transfer your gallery, contact your Internet service provider.

Note: *Most Web pages are available to the general public. If you choose to select Enable Chat, your gallery may eventually be discovered by other users. If you would like to restrict access to your gallery, simply deselect Enable Chat during the creation process, or password-protect the Web page when you upload it to the Internet. To learn how to password-protect a page, contact your Internet service provider.*

5 In the Destination area, select the location where you want to save a folder containing the Adobe Atmosphere 3D Gallery files.

6 Type a name in the Site Folder text box for the folder that will contain your gallery files. When you're done creating the Adobe Atmosphere 3D Gallery, you'll copy the files in this folder to a Web server.

7 Click the Banner tab, if it isn't already active. Then set the following options to customize the title banner in your Adobe Atmosphere 3D Gallery:

Title: Type a name for your gallery in the Title text box. This title will appear on your Web page and in the browser's title bar.

Subtitle: Type a subtitle in the Subtitle if you want a subtitle under the title of your Web Photo Gallery. It's not necessary to give your 3D Gallery a subtitle.

E-mail Address: Type your e-mail address in the E-mail Address text box. Leave this field blank if you don't want your e-mail address to appear in your Adobe Atmosphere 3D Gallery.

Font and Size: Choose font and size options from the Font and Size pop-up menus.

8 Click the Large Photos tab. Then set the following options to customize the full-size photos in your Adobe Atmosphere 3D Gallery:

Resize Photos: Select this option if you want the photos resized for the gallery pages. Then choose an image size from the pop-up menu.

Photo Quality: Drag the slider bar to designate the quality level for your photos. Keep in mind that better image quality also means a larger file size.

Font and Size: Choose font and size options from the Font and Size pop-up menus.

Use Filename, Caption, or Date: Select one or more options to specify the text that appears with the full-size gallery photos.

Note: *If you select the Use Caption option, make sure that your photos have captions, or nothing will appear under them. See* *"Adding captions to photos" on page 57*.

9 To specify color elements in your gallery, click the Custom Colors tab. To change the color of a particular element, click its color swatch, and then select a new color using the Color Picker. For example, to change the background color of each page, click the Background swatch; to change the background color of the text banner, click the Banner swatch.

10 Click OK to create the Adobe Atmosphere 3D Gallery. Photoshop Album launches the 3D Photo Gallery Browser so that you can preview your Adobe Atmosphere 3D gallery. Photoshop Album also places the following HTML and JPEG files in your destination folder:

- A home page for your gallery named index.htm. You can open this file in any Web browser to preview your Adobe Atmosphere 3D Gallery.
- JPEG images inside the Images subfolder.

- HTML pages inside the Pages subfolder.
- Additional resource files inside the Gallery subfolder.
- A Thumbnails subfolder and a ThumbnailFrame HTML file.

11 Copy the contents of the destination folder to a Web server. For information on how and where to transfer the files, contact your Internet service provider.

Viewing and navigating the Adobe Atmosphere 3D Gallery

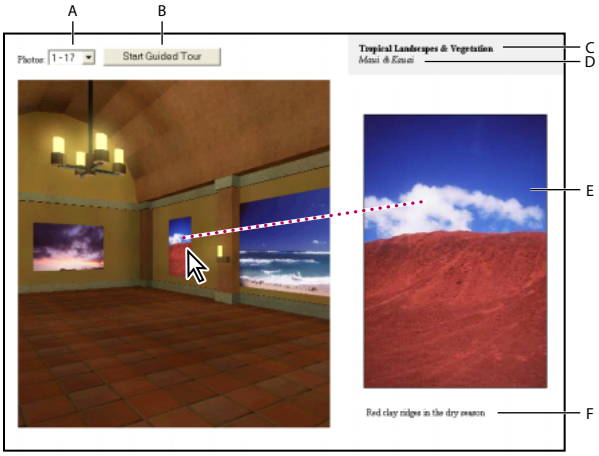
Once an Adobe Atmosphere 3D gallery is opened using a Web browser, you can walk around it in a number of ways. The simplest is to click the "Start Guided Tour" button and you will be moved through the gallery, seeing the photos along the wall. At any time during the tour, you can click in the 3D view to stop the tour. You can also, click the Stop Guided Tour button to stop the tour.

Clicking and dragging your mouse in the 3D view also moves you through the gallery. Dragging left and right rotates your direction of view, while dragging up and down moves you forward and backward. (To change your view up and down, hold down the Ctrl key while dragging up and down.)

You can also use the arrow keys to navigate through the gallery. The left and right arrow keys turn you left and right, and the up and down arrow keys move you forward and backward. If you hold down the Ctrl key, the up and down arrows move the view direction up and down.

You can click any photo in the gallery to see a larger view of the photo along with a caption or any other information that you may have chosen to export with the photos.

Note: *An Adobe Atmosphere 3D Gallery can only be viewed with Internet Explorer version 5.0.1 or greater. Other Web browsers are currently not supported.*



Adobe Atmosphere 3D Gallery Browser
A. Number of photos in the gallery **B.** Start/Stop an automated tour through the gallery
C. Gallery title **D.** Gallery subtitle **E.** Enlarged view of a selected photo from the gallery
F. Caption

Using photos as desktop wallpaper

Making a photo the background picture on your computer screen is a great way to enjoy it. You can easily switch the wallpaper image as often as you like. Use your OS control panel to return your display to a Windows desktop pattern.

To use a photo as desktop wallpaper:

1 Select the photo you want to use.

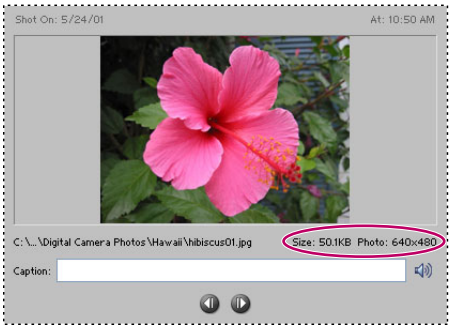
2 Choose Edit > Set as Desktop Wallpaper.

Note: *You can also make a Windows XP screen saver from Photoshop Album. Select the photos you want to use and export them to a new folder (give the new folder a name like "screen saver.") Use the Windows XP Display control panel to create your screen saver using the photos in the new folder. For instructions on creating a screen saver in Windows XP, search on "screen saver" in the Windows XP Help. For information on exporting photos from Photoshop Album, see* *"Exporting photos" on page 131*.

Sharing, Printing, and Exporting Photos

Working with photo resolution

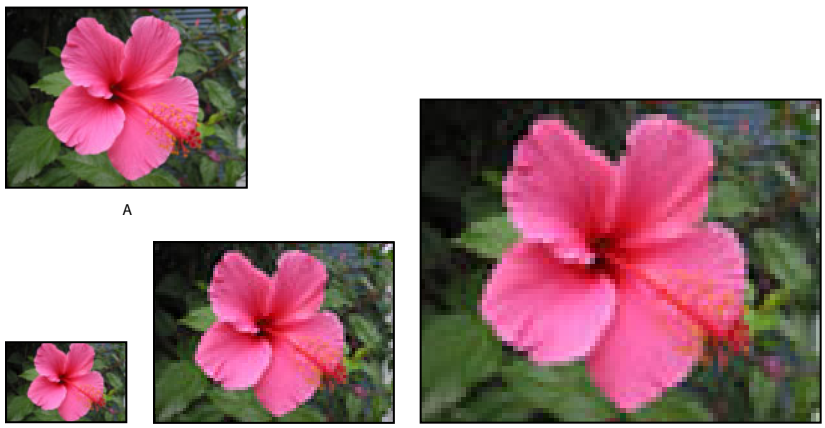
The size you can print your photo is determined by its resolution, which is measured in pixels per inch (ppi). Pixels are the tiny squares that make up digital photos. The number of pixels on each side of a photo are known as the pixel dimensions of a photo. In the Single Image view (see "Choosing a viewing size" on page 67), the pixel dimensions are shown right below the photo. The two numbers (640 x 480, for example) correlate to the width and height of the photo. They also correlate to the file size of your photo. The larger the pixel dimensions of a photo, the more image data it contains, and the larger its file size will be. The file size of a photo is shown right next to its pixel dimension in the Single Image view.



Viewing the file size and pixel dimensions of a photo

When you take photos with your digital camera, be sure to check the resolution settings. You want to take photos with enough image data for you to be able to print good-quality photos. Check the documentation that came with your camera for more information.

If you have a photo with a low resolution, you can't increase the quality of the photo by simply making it larger. You'll end up with a grainy photo, because the pixels are too large. Instead, work with the photo to make it look its best. Try choosing the 2.1" x 2.8" print size instead of the 8" x 10" option (see "Printing individual photos" on page 134) to make sure that the output is crisp and clear. Lower-resolution files are great to share via e-mail because the size of the file tends to be smaller. The lack of detail that's obvious when you print the photo won't be as visible on-screen.



Working with a lower-resolution photo
A. Original photo with pixel dimension of 640 x 480 **B.** Printed at 2.1" x 2.8" option
C. Printed at 4" x 6" option **D.** Printed at 8" x 10" option

On the other hand, if you have a great-quality, high-resolution photo, keep in mind that the photo file size is large. This doesn't present a problem when you're printing, because it'll look good when it's printed out at any size. However, a high-resolution photo could be too large to e-mail. Photoshop Album gives you the ability to make a file smaller when you e-mail it (see "Sharing photos using e-mail" on page 127). The trick is to shrink the file size without losing too much detail. Also, consider the size of a photo if you're planning to post it on your Web site. It should be clear, and large enough to see easily, but not so large that it takes up an entire browser screen.

Working with printer resolution

Printer resolution is measured in ink dots per inch, also known as dpi. The more dots per inch, the finer the printed output you'll get. Higher-resolution photos print nicely on medium-to-high dpi settings. Lower-resolution photos have a less-rich appearance on higher dpi printouts, and lose quality as the dpi setting decreases. Photoshop Album warns you if you've chosen a print size (see "Printing individual photos" on page 134) that will cause the photo to print at less than 150 dpi. If you print a photo at such a low dpi, your end result will be grainy.

Read the documentation that came with your printer to learn more about the optimal settings for your printer.

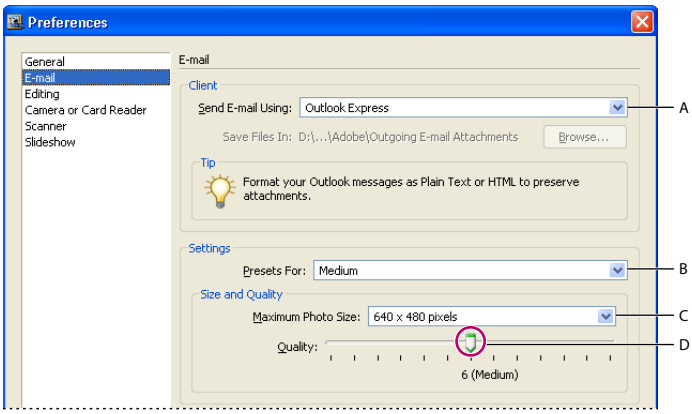
Sharing photos using e-mail

Photoshop Album does all the work of creating attachments for e-mail by generating a preaddressed e-mail message with attached images or PDF slideshows. Before you start e-mailing photos and creations, you need to set e-mail preferences (see "Setting e-mail preferences" on page 127), and set up your contact book (see "Setting up your contact book" on page 128).

Setting e-mail preferences

Before you e-mail photos for the first time, you must give Photoshop Album a little information.

Note: *If you use Web-based e-mail, Photoshop Album may not be able to automatically create e-mail messages and attach files, but it will still create the attachments for you. Select Don't Create Messages Automatically, and then manually attach the file that Photoshop Album produces to your e-mail message.*



E-mail preferences dialog box
A. Choose your e-mail program. **B.** Choose a default setting. **C.** Select the size of the file. **D.** Drag the slider to increase or decrease the quality of the file.

To get set up for e-mailing:

1 Choose Edit > Preferences.

2 Select E-mail from the list of preferences at the left side of the dialog box.

3 From the Send E-Mail Using pop-up menu, select your preferred e-mail program. If you use America Online (AOL), see "Sending e-mail using America Online" on page 128 for special instructions.

Note: *If you use more than one e-mail program, you'll need to reset this option each time you want to switch programs.*

4 Select a size from the Presets For pop-up menu to select a resolution (see "Working with photo resolution" on page 125) for attached photos:

- Big to send a high-quality photo. The file size will be larger, but the resolution of the photo will be good. Big is the best choice even for on-screen viewing if you want the recipient to have the best viewing experience, or if download speed isn't a big concern (if you and the recipient have a high-speed Internet connection).
- Medium to send a good-quality photo. The file size of individual photos will be about average, making this a good selection if you want to send photos without losing a lot of detail. Medium is the setting that works well for most photos.
- Small to send photos with small file sizes. When you decrease the file size, your photos will lose quality, which will be most noticeable in photos with large file sizes. Small is recommended only when your priority is to minimize file size.
- Leave As Is to keep the settings of the photo. If you choose this option, you won't be able to use the settings under Size and Quality. Choose this option if you want the recipient to be able to produce the best-quality prints.

A file with higher resolution keeps more detail, so it's a good idea to set the resolution at the highest practical level for the way you're going to share your photo. As you lower the resolution, the details in your photo will be lost.

5 Though there are standard sizes provided for Small, Medium, and Large, you can change the definitions of these three sizes if you'd like. From the Maximum Photo Size pop-up menu, choose a maximum width and height for the attached photo. Keep in mind that the size of the attached photo affects how quickly the e-mail will download.

Note: *The setting you specify here will become the default, but you can always change the size setting for each individual e-mail.*

6 Drag the Quality slider to the left to export a smaller, less detailed file, or to the right for a larger, more detailed file.

7 Click OK to save the e-mail settings and return to the main Photoshop Album window.

Sending e-mail using America Online

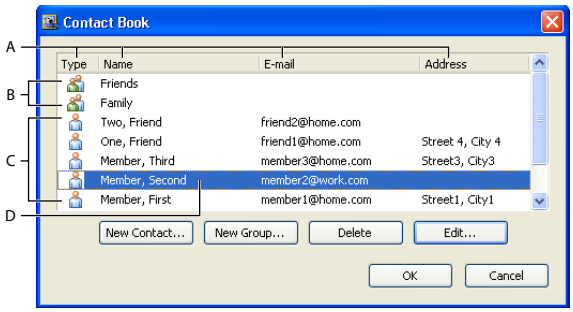
If you're an America Online user, you need to set Association preferences in AOL to make sure that AOL is the e-mail system Photoshop Album uses. Otherwise, you'll get an error message when you try to e-mail photos and creations.

To choose AOL as your default mail system, log on to AOL and check the preferences set under Associations. For more information and directions on changing preferences, search under "associations" in AOL help.

Setting up your contact book

The contact book lets you pre-address e-mail messages and keep track of who you've shared photos with. If you often send e-mail to the same set of people, you can also set up a group in the contact book to make e-mailing photos even easier.

If you use the contact book to address your photo-sharing e-mail, then Photoshop Album tracks who you've shared each photo with. You can then find photos later according to who you've shared them with (see "Finding photos by their history" on page 73). If you prefer, you can type in e-mail addresses in your e-mail system instead of using the contact book.



Contact book
A. Click a column heading to sort by that category **B.** Group entries **C.** Individual entries
D. Double-click an entry to edit the contact

To view the contact book:

Choose View > Contact Book.

To add a new contact:

1 Click the New Contact button.

2 Type a name and e-mail address for the contact. If you want to keep track of a mailing address and phone number for the contact, click the Address tab, and then type the contact information.

3 When you're done entering information, click OK.

To edit an entry in the contact book:

Select an entry in the list, click the Edit button, and edit the entry as desired. When you're done entering information, click OK.

To delete an entry from the contact book:

Select an entry in the list, and click the Delete button.

To create a new group:

1 Click the New Group button, and type a name for the group in the Group Name text box.

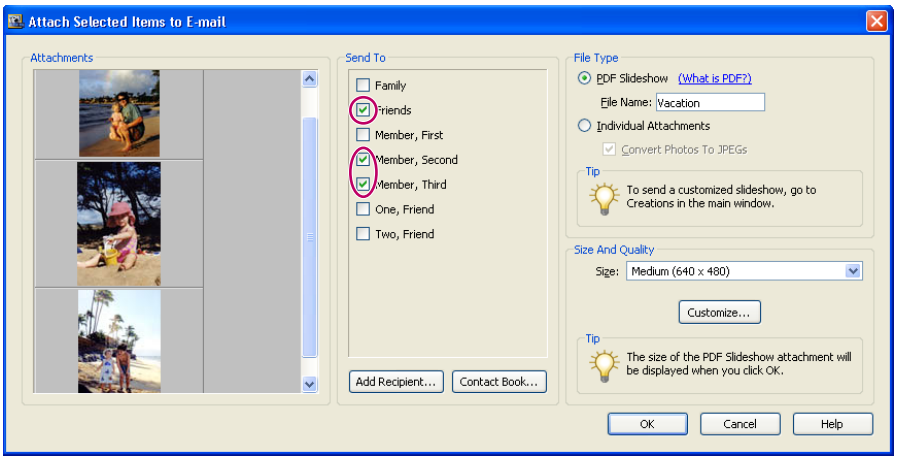
2 Add members to the group by selecting an entry in the Contacts list and clicking the Add button to move it to the Members list. To add more than one contact, Shift-click to add contacts in a row. You can also Ctrl-click to choose nonadjacent contacts.

3 When you're done adding members, click OK.

E-mailing files

When you want to share your photos with friends and family, you can quickly attach images to an e-mail message with the click of a button.

When you e-mail photos and creations, keep in mind that file sizes should be small enough to allow reasonable download times from a Web server, but large enough to show the desired colors and details in the image (see "Working with photo resolution" on page 125). E-mail providers sometimes have limits on the size of files they'll accept. Other e-mail providers set a limit on the size of files you can send out. To reduce the size of your e-mail attachments, see "Setting e-mail preferences" on page 127.



E-mailing photos to more than one recipient

To e-mail photos and creations:

1 Select one or more items in the photo well. This can include photos, video clips, audio clips, and saved creations. (See "Selecting photos, video clips, audio clips, and creations" on page 84.)

2 Do one of the following:

- Click the Share button in the shortcuts bar, and then choose E-mail from the pop-up menu.
- Choose File > Attach to E-mail.

You can also send e-mail from the Workspace. Put one or more items on the Workspace, and then choose E-mail from the Options pop-up menu. To get more information about using the Workspace, see "Arranging photos in the Workspace" on page 101.

3 If this is the first time you've e-mailed a photo or creation using Photoshop Album, a dialog box appears so you can confirm the e-mail service you want to use (see "Setting e-mail preferences" on page 127). Confirm your choice and then click OK.

4 The Attach Selected Items to E-mail dialog box appears. The left side of the dialog box shows the selected photo.

5 Choose recipients for the e-mail by doing one of the following:

- Select a name in the Send To list (the names you see are from your contact book). To get more information on using the contact book, see "Setting up your contact book" on page 128.
- Click Add Recipient and type a name and e-mail address for the recipient. If you want to add the recipient to your contact book, select the Add to Contact Book option. When you're done entering information, click OK.

6 Specify a file format for the attachment:

- PDF Slideshow to create a single attachment in PDF format where the selected images are combined into one slideshow. A PDF slideshow is generally the best way to share your photos because your recipient will see your photos and video clips in order, at the proper size, from a single file.
- Individual Attachments to send each photo as a separate attachment. Normally, all non-JPEG files are converted to JPEGs for sharing. You can deselect this option if you want to keep photos in their current file format.

See "Working with different file formats in Photoshop Album" on page 42 to learn more about the file formats Photoshop Album works with.

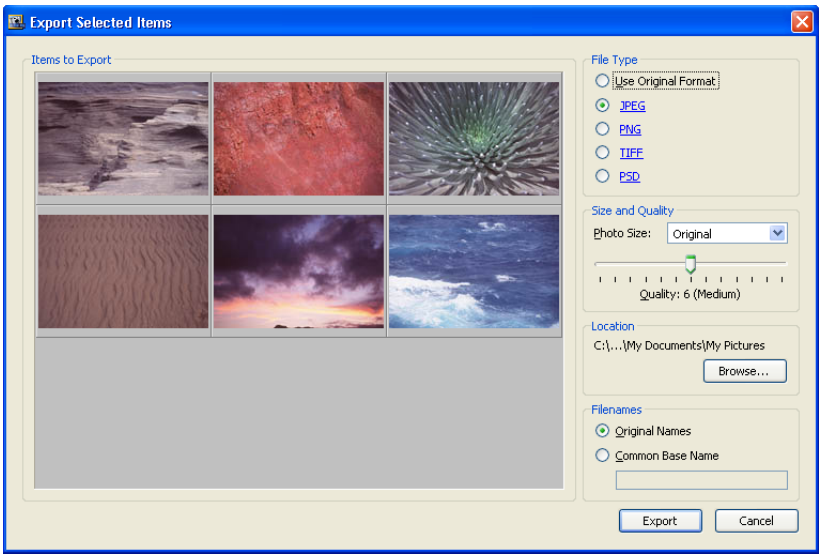
7 Choose a size (in pixel dimensions) for the e-mail attachment (see "Setting e-mail preferences" on page 127 for a description of the options). You can change them here to make them different for just this photo, or click Customize to change your preferences.

8 Click OK. Photoshop Album generates the attachment and then launches your default e-mail program. To get more information on setting your e-mail defaults, see "Setting e-mail preferences" on page 127.

Exporting photos

When you need to create a copy of a photo for use in a project involving another program, you can export them. The file format you choose depends on how you plan to use the image. Exported images are saved onto your computer's hard drive. For information on the file formats you can use, see "Working with different file formats in Photoshop Album" on page 42.

Note: *You can't export creations using the directions below (see "Using the Creations Wizard" on page 105).*



Exporting photos

To export photos:

1 Specify the items you want to export (see "Selecting photos, video clips, audio clips, and creations" on page 84), and then choose File > Export.

2 When the Export dialog box appears, choose the file format for the exported photo from the list in the File Type area (see "Working with different file formats in Photoshop Album" on page 42 for information on file formats). Choose Use Original Format to keep the file in its current format.

3 Choose a size for the exported photo from the Photo Size pop-up menu.

4 If you've chosen the JPEG file type, drag the Quality slider to the left to export a smaller, less detailed file, or drag it to the right for a larger, more detailed file.

A file with higher resolution keeps more detail, so it's a good idea to set the resolution at the highest practical level for the way you're going to use your photo. As you lower the resolution, details in your photo will be lost.

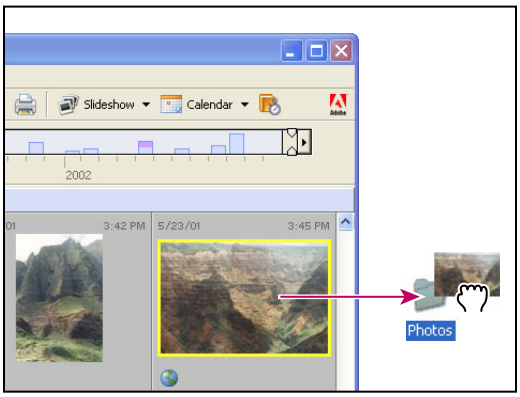
5 Under Location, you can accept the folder location listed, or click the Browse button to change the folder where the exported file will be stored.

6 If you are exporting more than one file, under Filenames, select Original Names to use the current name of the photos, or select Common Base Name and then type a name. Photoshop Album will add sequential numbers to this base name to create names for all the photos being exported.

7 Click the Export button.

Exporting photos by dragging-and-dropping

You can also export photos by dragging them into a page layout or word processing application, into an image-editing application (such as Photoshop Elements), or onto the desktop of your computer. This is a quick and easy way to export a photo, but you won't have any control over the exported size.



Exporting a photo by dragging it onto the desktop

To export a photo by dragging:

1 Select the photo you want to export.

2 While holding down the mouse button, drag the photo out of the photo well to either an image editing application or onto your desktop.

Printing photos at home

Photoshop Album provides several options for printing your photos on your home printer (you can also select a video clip for printing, but only the first frame of it is printed). You can print individual photos, contact sheets (thumbnails of each selected photo), or picture packages (a page of a photo printed at various sizes). Finally, you can print creations you've made in Photoshop Album, such as photo albums, cards, and calendars.

If you're having trouble getting your photos to print at a particular size, try cropping the photo to the specific dimensions you want before you print it. See "Cropping photos" on page 89 for directions.

Use the Print Selected Photos dialog box to choose options for your printed photos. The left side of the dialog box shows the selected photos, and the right side shows a preview of each page of the print job. When you change a print option, Photoshop Album updates the preview. This may take a few seconds, depending on how many photos you're printing.

Setting print options

Before you print your photos, you need to let Photoshop Album know some basic information about your print job, such as the size of paper you are using, the page orientation, and the width of margins. Set these options in the Page Setup dialog box.

If you're using more than one printer at home, you'll need to go through the setup options each time you change printers.

To set print options:

1 Choose File > Page Setup.

2 Set the following options as desired. The preview at the top of the dialog box changes to reflect the new settings:

Size: Specifies the size of paper you are using. To change the paper size, choose an option from the pop-up menu.

Source: Specifies the tray or feeder that supplies the paper to your printer. Choose the best option for reliable printing on your particular printer. You should also be sure to select the appropriate paper in your printer settings if you're using a photo-quality paper.

Orientation: Sets the orientation of the page, either Portrait or Landscape.

3 If you have multiple printers and want to verify or change the printer, click the Printer button. Choose a printer from the Name pop-up menu, or click the Network button to choose a printer on your computer network. Click the Properties button to view additional options. The options in this dialog box are determined by your printer, not Photoshop Album, so see your printer documentation for more information. When you're done setting options, click OK.

4 Click OK in the main Page Setup dialog box.

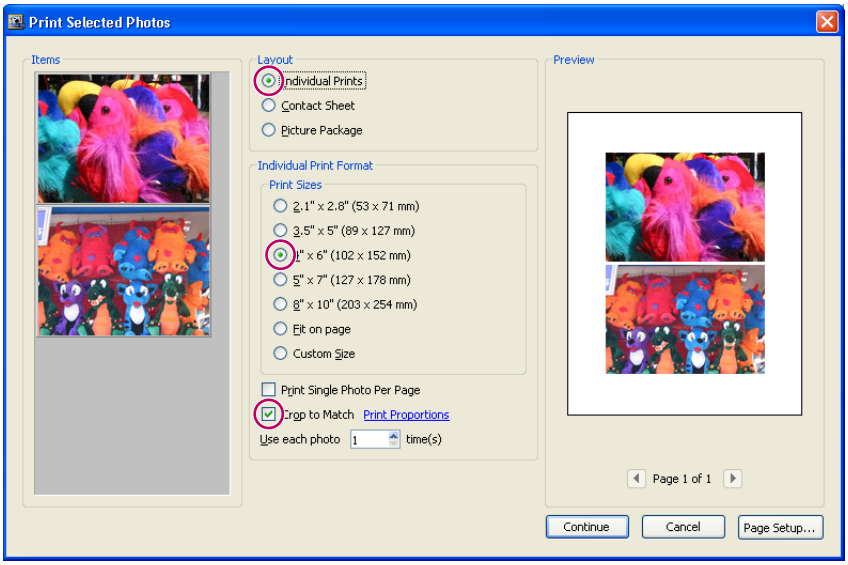
Printing individual photos

If you want individual prints, all you have to do is specify a print size, and Photoshop Album combines as many photos as will fit on one sheet of paper. It's important to pick a print size that's compatible with the photo's size (see "Working with photo resolution" on page 125). If you choose a print size that will cause the output to be printed at less than 150 dpi, an alert will appear so you can change the print size.

To print individual photos:

1 Select one or more photos you want to print, and then click the Print button in the shortcuts bar or choose File > Print.

2 The Print Selected Photos dialog box appears. The left side of the dialog box shows the selected photo. If you change a print option, Photoshop Album updates the preview. This may take a few seconds, depending on how many photos you're printing.



Printing photos

3 Under Layout, select Individual Prints (if it's not already selected).

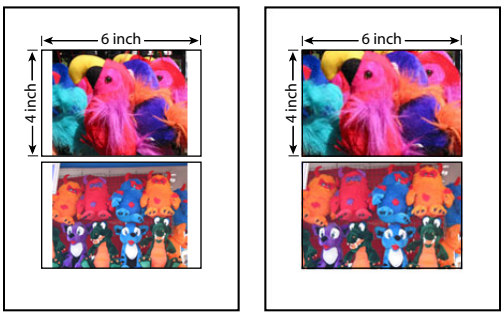
4 Under Individual Print Format, do one of the following:

- Choose a preset size from the list. If more than one copy of the selected photo or photos will fit on the page, the preview shows the layout of the photos. If only one print will fit on a page, you can scroll through the pages using the Forward button and the Backward button below the preview at the right side of the dialog box.
- Choose Fit on Page to scale the image to fill the page. Note that if the size of the photo is small, or if it has low resolution, this option may not give you good-quality printed output.
- Choose Custom Size to enter a specific size.

Note: *Photoshop Album may rotate your photos to maximize the number of prints on each page.*

5 If you want to print one photo per page, rather than printing as many photos as will fit on each page, select Print Single Photo Per Page.

6 Leave Crop to Match Print Proportions selected if you want Photoshop Album to automatically crop the photo as needed to fill the entire space. Deselect this option if you don't want your photos cropped.



Crop to Match Print Proportions deselected (left) and selected (right)

7 Specify how many copies of each photo you want by typing a value in the Use each Photo text box or by clicking the up or down arrows next to it.

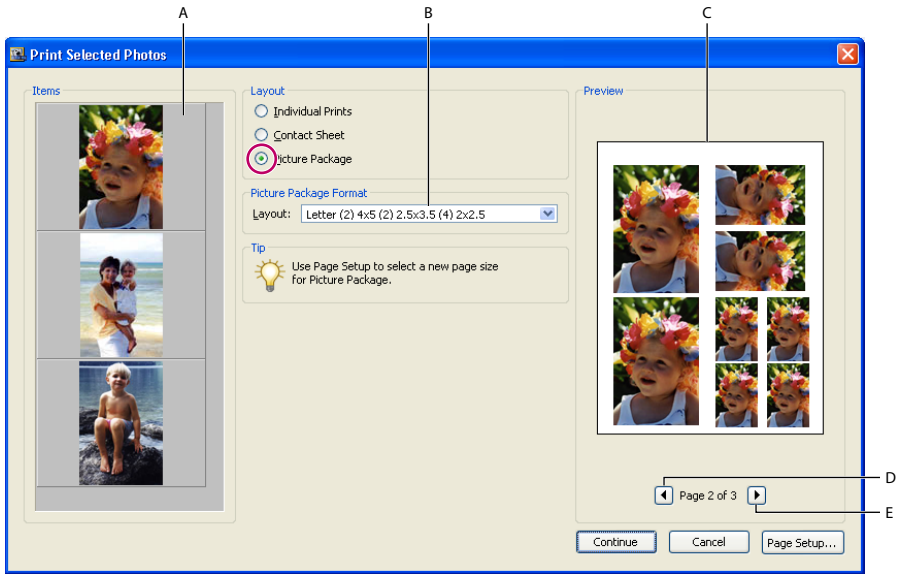
8 To preview each page of the print job, click the Forward button and Backward button below the page preview. It may take Photoshop album a few seconds to update the preview.

9 When you're done setting options and previewing the print job, click Continue.

The Print dialog box appears and displays your current printer settings. The options in this dialog box are determined by your printer, not Photoshop Album. If you need more information, see your printer documentation.

Printing a picture package

A picture package prints each selected photo in a variety of sizes, similar to portraits purchased from a professional photographer. All you need to do is select the layout you want, and then Photoshop Album fills the page. Each photo you select is printed on its own page (you can't mix and match photos on one page). You can look at each page using the Forward button and Backward button below the preview.



Printing picture packages
A. Selected photos **B.** Layout pop-up menu options **C.** Preview of the picture package printed page **D.** Click to view the previous page **E.** Click to view the next page

To print a picture package:

1 Select one or more photos or video clips (see "Selecting photos, video clips, audio clips, and creations" on page 84). Then click the Print button in the shortcuts bar or choose File > Print.

2 The Print Selected Photos dialog box appears. The left side of the dialog box shows the selected photos, and the right side of the dialog box shows a preview of each page in the print job. When you change a print option, Photoshop Album updates the preview. This may take a few seconds, depending on how many photos you're printing.

3 Under Layout, select Picture Package.

4 Select a picture package format from the Layout pop-up menu. Only layouts appropriate for the paper size selected in Page Setup will appear. To change the selected paper size, follow the directions in "Setting print options" on page 134.

5 Each selected photo prints on its own page. To preview each page of the print job, click the Forward and Backward buttons below the preview. It may take Photoshop Album a few seconds to update the preview.

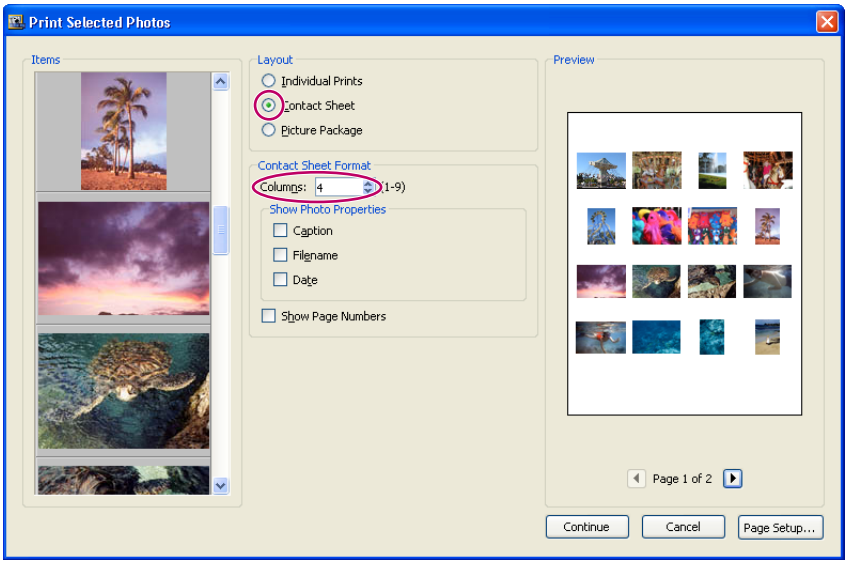
6 When you're done setting options and previewing the print job, click Continue.

7 The Print dialog box appears and displays your current printer settings. Click the Print button.

The options in this dialog box are determined by your printer, not Photoshop Album. If you need more information, see your printer documentation.

Printing a contact sheet

A contact sheet shows thumbnails of each photo you select in the photo well. You can choose to print captions, filenames, dates, and page numbers. Printing a contact sheet is useful for creating a printed copy of your catalog.



Printing contact sheets

To print a contact sheet:

1 Select one or more photos in the photo well. Then click the Print button in the shortcuts bar or choose File > Print.

2 The Print Selected Photos dialog box appears. The left side of the dialog box shows the selected photos, and the right side of the dialog box shows a preview of each page in the print job. When you change a print option, Photoshop Album updates the preview. This may take a few seconds, depending on how many photos you're printing.

3 Under Layout, select Contact Sheet.

4 Type the number of columns you want in the Columns text box.

5 Select or deselect other page format options:

Captions: Prints any notations you attached to the photo.

Filename: Labels the thumbnails using their source image filenames.

Date: Prints the date the photo was taken or imported.

6 Select Show Page Numbers to print page numbers at the bottom of each page (if your contact sheet is more than one page long).

7 To preview each page of the print job, click the Forward button or the Backward button below the page preview. It may take Photoshop Album a few seconds to update the preview.

8 When you're done setting options and previewing the print job, click Continue.

The Print dialog box appears and displays your current printer settings. The options in this dialog box are determined by your printer, not Photoshop Album. If you need more information, see your printer documentation.

Using online services

The Online Services features allow you to send images from Photoshop Album to remote service providers. The service list may be updated each time you select the Online Services command, so check it occasionally for new services. After you've created a photo album, you can have it printed and bound by an online service. For more information on setting up online services, see "Adding online services" on page 139.

Adding online services

The first step to using online services is to register with one of the available online service providers. Then, you'll need to create an account with the selected provider, if you don't already have one. Once you register, you'll be able to use the service with just a few clicks.

To get set up for using an online services provider:

1 Choose Online Services > Manage Accounts.

2 In the dialog box, select the name of the service provider you'd like to use.

3 Click the Select button to add the service provider.

4 Follow any directions to complete the registration process for the selected provider.

Ordering prints from online services

It's easy to order prints from an online service. Before you order, make sure that your photo's resolution is good enough so the printed photo looks good (see "Working with photo resolution" on page 125).

Note: *If you want to have a creation printed by an online service provider, follow the directions in "Ordering from online services" on page 117.*

To order prints:

1 Select the photo or photos you want to have printed.

2 Choose Online Services > Order Prints, and then choose a service from the list.

3 The first time you use a provider, an End User License Agreement appears. Click the Agree button to continue.

4 A screen appears to let you know that you've left the Adobe Photoshop Album program. From this point, if you need help, refer to the service provider's customer service or help system.

Sharing photos using online services

Some online services providers allow you to post your photos to a Web site so you can share them with your friends and family. First, you need to add a sharing service (if available) by following the directions in "Adding online services" on page 139.

To share photos:

1 Select the photo or photos you want to share.

2 Do one of the following:

- Click the Share button in the shortcuts bar, and then choose Share Online from the pop-up menu.
- Choose Online Services > Share Services, and then choose a service from the list.

3 The first time you use a provider, an End User License Agreement appears. Click the Agree button to continue.

4 A screen appears to let you know that you've left the Adobe Photoshop Album program. From this point, if you need help, refer to the service provider's customer service or help system.

To download shared photos:

1 Choose Online Services > Download.

2 The first time you use a provider, an End User License Agreement appears. Click the Agree button to continue.

3 A screen appears to let you know that you've left the Adobe Photoshop Album program. From this point, if you need help, refer to the service provider's customer service or help system.

Checking for new online services

Service providers and new services are added from time to time. It's a good idea to check for them periodically to make sure that you're up to date.

To check for new online services:

1 Choose Online Services > Check for New Services.

2 A dialog box appears as Photoshop Album checks the services for changes.

3 New services are installed on your computer.

Shortcuts

Navigating

Result	Action
Moves selection in photo well up/down/left/right	Up Arrow/Down Arrow/Left Arrow/Right Arrow
Moves up in photo well without changing selection	Page Up
Moves down in photo well without changing selection	Page Down
Moves selection in photo well to first item and scrolls view to it	Home
Moves selection in photo well to last item and scrolls view to it	End
Adds to selection in photo well	Shift + Up Arrow/Down Arrow/Left Arrow/Right Arrow
Double-clicks selection in photo well	Enter
Moves through controls	Tab
Selects control	Spacebar

Fixing photos

Result	Action
Zoom in	Ctrl + +
Zoom out	Ctrl + -
View at 100%	Ctrl + Alt + 0
Fit on Screen	Ctrl + 0
Undo	Ctrl + Z
Redo	Ctrl + Y
OK	Enter
Cancel	Esc

Moves selection area 1 pixel up/down/left/right (when removing red-eye or cropping) after you use the Tab key to highlight selection area	Up Arrow/Down Arrow/Left Arrow/Right Arrow
Moves selection area 10 pixels up/down/left/right (when removing red-eye or cropping) after you use the Tab key to highlight selection area	Shift + Up Arrow/Down Arrow/Left Arrow/Right Arrow
Enlarge selection area (when removing red-eye or cropping) after you use the Tab key to highlight selection area	+
Shrink selection area (when removing red-eye or cropping) after you use the Tab key to highlight selection area	-
Commits action when removing red-eye or cropping	Enter or double-click

Viewing slideshows

Result	Action
Start slideshow	Ctrl + Spacebar
Show next slide	Right Arrow, Down Arrow, Page Down, or Spacebar (if slideshow is not set to automatically advance frames)
Show previous slide	Left Arrow, Up Arrow, or Page Up
Go to first slide	Home
Go to last slide	End
Pause slideshow	Spacebar (if slideshow is set to automatically advance frames)
End slideshow	Esc

Making creations

Result	Action
Go to Step 1	Alt + 1
Go to Step 2	Alt + 2
Go to Step 3	Alt + 3
Go to Step 4	Alt + 4
Go to Step 5	Alt + 5

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Adobe® Photoshop® Album 1.0 Guide for Windows®

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